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REGULATIONS

FOR

UNITED STATES MILITARY TELEGRAPH LINES, ALASKAN CABLES, AND TELEGRAPH STATIONS

U. S. SIGNAL CORPS

1915

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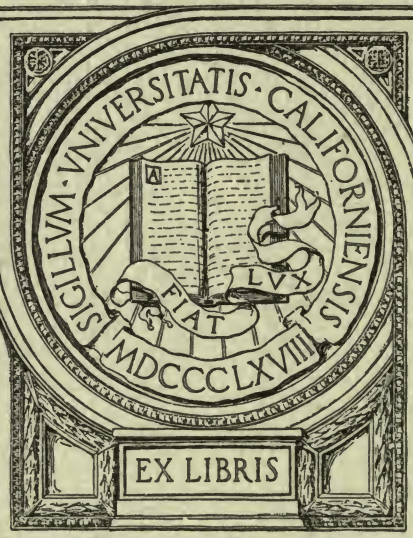

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MANUAL No. 2

REGULATIONS
FOR
UNITED STATES MILITARY TELEGRAPH LINES, ALASKAN CABLES, AND TELEGRAPH STATIONS

U. S. SIGNAL CORPS

Prepared under the direction of
BRIGADIER GENERAL GEORGE P. SCRIVEN
Chief Signal Officer of the Army

1915

WASHINGTON
GOVERNMENT PRINTING OFFICE
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1915

WAR DEPARTMENT,

Document No. 499.

OFFICER OF THE CHIEF SIGNAL OFFICER.

WAR DEPARTMENT,
OFFICE OF THE CHIEF OF STAFF,
Washington, April 16, 1915.

The following regulations for the operation and maintenance of all military lines of communication under the direction of the Chief Signal Officer of the Army are published for the information and guidance of the officers, men, and employees of the Signal Corps. They will replace all instructions contained in previous publications relating to the operation of military telegraph lines.

While the specific rules herein promulgated have been drawn with special reference to the Washington-Alaska Military Cable and Telegraph System, they will be adhered to where applicable at all military telegraph offices. All officers and enlisted men of the Signal Corps and civilian employees engaged in telegraph work are enjoined to make themselves familiar with the provisions of this Manual.

In addition to the prescribed course of instructions given to Signal Corps enlisted men it is necessary that they be fully informed relative to the method of counting words in telegrams, cablegrams, and radiograms, and in the preparation of accounts pertaining thereto. Commanding officers of schools for Signal Corps enlisted men are hereby charged with the duty of having all men under their control thoroughly instructed in this regard.

References to Army Regulations are from the 1913 edition.

By order of the Secretary of War:

H. L. SCOTT,
Brigadier General, Chief of Staff.

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REGULATIONS FOR UNITED STATES MILITARY TELEGRAPH LINES.

CHAPTER I.

GENERAL INFORMATION.

1. In General Orders, No. 1, Adjutant General's Office, January 20, 1879, the Secretary of War states:

"In all instances in which United States telegraph lines are by order of the Secretary of War placed in charge of acting signal officers, who are thus made responsible for the construction, maintenance, and operation of the same, commanding officers and others will see that the especial duties of such officers are not interfered with, and will, upon application, render whatever proper assistance may be in their power.

"The lines form parts of one connected system of telegraphy extending throughout the United States. They serve military, commercial, naval, and other distant interests. The disabling of or interference with any part may cause complications not possible to be contemplated in the immediate vicinity. Official and military messages have precedence on all Government lines."

CHAPTER II.

CONTROL AND MAINTENANCE.

2. The act of Congress approved October 1, 1890, section 2, dire that the Chief Signal Officer shall have charge, under direction the Secretary of War, of * * * "the construction, repair, operation of military telegraph lines," * * * "and the duty collecting and transmitting information for the Army by telegr or otherwise."

In construing this law it has been decided that (U. S. Milit Laws, ed. 1901, p. 463) "the act of October 1, 1890 (Stat. L., par. 1227), which places the Chief Signal Officer in charge of 'c struction, repair, and operation of military telegraph lines,' repea the act of August 7, 1882 (22 Stat. L., 319), which vested the su vision of the construction and operation of military telegraph li in department commanders."

3. For an efficient telegraph system it is necessary to have u formity in the regulations governing the operation of military li and such rules should not conflict with the rules in force u connecting commercial lines. To secure this uniformity, classes of rules have been established. First: General regulati which must be obeyed by all concerned. Second: Special reg tions which are applicable to certain cases only. The regulati in this manual cover only the general rules.

4. For convenience of administration all telegraph and teleph lines are divided into classes, and unless otherwise specially orde are placed under the control of officers, as follows:

(*a*) Lines complete within the limits of a single military post, charge of the post signal officers under direction of the post c manders;

(*b*) Short lines constructed to connect single posts with a c mercial telegraph or telephone office, and having no other stati upon them; and

(*c*) Lines connecting two or more posts in the same milit department and all other lines which are complete within

limits of a single department, in charge of the department signal officer.

5. The regulations contained in this manual and manual 2A will govern in all matters pertaining to military telegraph lines, cables, and radio stations maintained and operated by the Signal Corps.

6. "Whoever shall willfully or maliciously injure or destroy any of the works, property, or material of any telegraph, telephone, or cable line or system operated or controlled by the United States, whether constructed or in process of construction, or shall willfully or maliciously interfere in any way with the working or use of any such line or system, or shall willfully or maliciously obstruct, hinder, or delay the transmission of any communication over any such line or system, shall be fined not more than $1,000 or imprisoned not more than three years, or both." (Act of Mar. 4, 1909, G. O. 22, W. D., 1910.)

7. The following sections found on page 1029, Supplement to the Revised Statutes of the United States, Volume II, 1892–1901, are inserted here for the information and guidance of all:

"SEC. 166. That if any officer, agent, operator, clerk, or employee of any telegraph company, or any other person, shall willfully divulge to any other person than the party from whom the same was received, or to whom the same was addressed, or his agent or attorney, any message received or sent, or intended to be sent, over any telegraph line, or the contents, substance, purport, effect, or meaning of such message, or any part thereof, or shall willfully alter any such message by adding thereto or omitting therefrom any word or words, figure or figures, so as to materially change the sense, purport, or meaning of such message, to the injury of the person sending or desiring to send the same, or to whom the same was directed, the person so offending shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000, or imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court: *Provided*, That when numerals or words of number occur in any message the operator or clerk sending or receiving may express the same in words or figures, or in both words and figures, and such fact shall not be deemed an

alteration of the message, nor in any manner affect its genuineness, force, or validity.

"SEC. 167. That if any agent, operator, or employee in any telegraph office, or other person, shall, knowingly and willfully, send by telegraph to any person or persons any false or forged message purporting to be from such telegraph office, or from any other person, or shall willfully deliver or cause to be delivered to any person any such message, falsely purporting to have been received by telegraph, or if any person or persons shall furnish or conspire to furnish, or cause to be furnished, to any such agent, operator, or employee to be sent by telegraph, or to be so delivered, any such message, knowing the same to be false or forged, with the intention to deceive, injure, or defraud any individual, partnership, or corporation, or the public, the person or persons so offending shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000 or imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court.

"SEC. 168. That if any agent, operator, or employee in any telegraph office shall, in any way, use or appropriate any information derived by him from any private message or messages passing through his hands and addressed to any other person or persons, or in any other manner acquired by him by reason of his trust as such agent, operator, or employee, or shall trade or speculate upon any such information so obtained, or in any manner turn or attempt to turn the same to his account, profit, or advantage, the person so offending shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000 or imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court, and shall also be liable in treble damages to the party aggrieved for all loss or injury sustained by reason of such wrongful act.

"SEC. 171. That if any person not connected with any telegraph company shall, by means of any machine, instrument, or contrivance, or in any other manner, willfully and fraudulently read or attempt to read any message or learn the contents thereof whilst the same is being sent over any telegraph line, or shall willfully and fraudulently or clandestinely learn or attempt to learn the contents

or meaning of any message while the same is in any telegraph office, or is being received thereat, or is sent therefrom, or shall use or attempt to use, or communicate to others, any information so obtained by any person, the person so offending shall be deemed guilty of a misdemeanor and shall be punished by fine not to exceed $1,000 or imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court.

"SEC. 172. That if any person shall, by the payment or promise of any bribe, inducement, or reward, procure or attempt to procure any telegraph agent, operator, or employee to disclose any private message, or the contents, purport, substance, or meaning thereof, or shall offer to any such agent, operator, or employee any bribe, compensation, or reward for the disclosure of any private information received by him by reason of his trust as such agent, operator, or employee, or shall use or attempt to use any such information so obtained, the person so offending shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000 or imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court."

8. Such authority and supervision over military telegraph lines as is delegated under the law and existing regulations to department signal officers is, in connection with the Alaskan Military Cable and Telegraph System, vested in the officer in charge of the Washington-Alaska Military Cable and Telegraph System, Seattle, Wash., and all reports, etc., required to be submitted to the former should, in respect to the Alaskan system, be submitted to the officer in charge at Seattle. (G. O. No. 81, W. D. 1914.)

9. By authority of the Secretary of War, approved June 16, 1900, all matters relating to the handling of official and commercial business over the United States military telegraph and cable lines in Alaska are under the direction and supervision of the Chief Signal Officer of the Army.

10. The auditor of the Washington-Alaska Military Cable and Telegraph System shall perform such duties as may be assigned to him by the officer in charge of the system. He will be held responsible and accountable for all funds coming into his hands, and shall dispose of them in accordance with the law and regulations.

11. All radio stations in any department which are maintained and operated by the Signal Corps are considered a part of the military telegraph system of that department.

12. Regulations governing commercial and official radio service between ship and shore stations of the United States Army—also the interchange of radio traffic with connecting radio companies—will be found in Signal Corps Manual 2-A.

All reports and remittances should be made in conformity therewith to the respective zone officers indicated therein.

GENERAL ORDERS, No. 212. WAR DEPARTMENT, WASHINGTON, *November 12, 1910.*

I. 1. Signal Corps Manuals, Nos. 2, 3, 6, 7, and 8, and such amendments thereof as have heretofore been published by the Chief Signal Officer of the Army, have received the formal approval of the Secretary of War, and in accordance with paragraph 1588, Army Regulations, when not in conflict with any of the provisions of Army Regulations or of general orders or circulars of the War Department, will have equal force therewith.

* * * * *

GENERAL ORDERS, No. 81. WAR DEPARTMENT, WASHINGTON, *November 5, 1914.*

* * * * *

II. The officer in charge, Washington-Alaska Military Cable and Telegraph System, under the Chief Signal Officer of the Army, is charged with all that pertains to the technical handling and maintenance of the cable and telegraph lines and the receipt and disbursement of funds pertaining thereto, and will exercise supervision over the duties of the Signal Corps in connection with the construction, operation, and maintenance of all cables, telegraph lines, and radio installations of that system. The commanding general, Western Department, is charged with the discipline of all officers and enlisted men of the Army connected with the system, will render all practicable assistance in its maintenance and operation, and will cause such inspections to be made as will satisfy him that the discipline of the officers and men connected with the system is satisfactory and that their performance of duty is prompt and efficient.

CHAPTER III.

RECEIVING DEPARTMENT.

RULE I.

CONDITIONS UNDER WHICH COMMERCIAL MESSAGES AND PRESS MAY BE HANDLED.

(*a*) Commercial and press messages may be transmitted over the United States military cable and telegraph lines when of a lawful nature and when the lines are not needed for Government use.

(*b*) Acceptance and delivery of messages by telephone is not authorized and the line can not assume responsibility for errors occurring in messages so transmitted.

RULE 2.

MESSAGES TO BE ON PROPER FORMS.

(*a*) Each message for transmission will be written upon the form provided for that purpose, and when not so written will be pasted to such form so as to leave the printed heading in full view above the message.

(*b*) Official messages of the various departments or bureaus of the Government (see Rule 17) for transmission in part over connecting lines should be written on the blanks furnished by the departments or bureaus, but if written on any other form and properly certified they will be accepted.

(*c*) Official messages, not paid for in cash, which pass in part over connecting lines will be filed in duplicate. One copy, with the operator's sending marks indorsed thereon, will be retained at the originating office; the original, with the operator's sending marks thereon, will be included in and sent with the "other line" statement of account (Form 104) at the end of the month to the officer in charge of the system, *except when destined to another line office in Alaska*, who will make proper disposition thereof by transferring

them to the next connecting company over whose lines the messages passed. The connecting line will collect its forwarding charges from the department or bureau concerned. (See Rules 61 and 64.)

(*d*) *Original sent Government* messages not paid for in cash, originating on this line in Alaska *for delivery at another line office in Alaska*, will be sent to the operator in charge at the transfer point at the close of the month, by letter of transmittal, specifying the inclosures, for delivery to the connecting line over whose line the message passed. The connecting line will collect its tolls from the department or bureau concerned. A copy of all such letters will be sent with the schedule of messages (Form 107) to the officer in charge of the system. This will not apply to messages transferred to the Dominion line at Fort Egbert. (See Rules 61 and 64.)

(*e*) Only one copy will be required in case of "collect" Government messages filed on "this line," and that copy will be retained by the originating office. A copy of "collect" Government messages received from other lines for delivery at a line office will be certified to as official business by the official to whom addressed, and the certified copy will be disposed of as in the case of a paid Government message passing in part over other lines, as indicated above.

Rule 3.

IMPORTANCE OF ADDRESS.

(*a*) The importance of the address can not be overestimated. When the address given seems insufficient, a better one should be requested.

(*b*) If the sender fails to give a sufficient address and the message should be undelivered in consequence, he will be required to pay tolls on a 10-word service message if such message be necessary to effect delivery.

(*c*) "Try hotels" is not a sufficient address. If proper address can not be furnished, indorse message, "Accepted subject to sender's risk of delivery," after having so informed the sender.

(*d*) Code addresses on land-line or domestic messages are insufficient and therefore will not be accepted, except when otherwise indicated. (See Rule 55.)

ADDRESS OF SENDER TO BE RECORDED.

(*e*) The address of the sender of a message, unless it be well known, will be requested and recorded in alphabetical order, by date, in a book for that purpose. Any subsequent changes in address will be carefully recorded, by date, and the former address canceled.

MESSAGES TO BE TIMED, ETC., BY RECEIVING CLERKS.

(*f*) Each message will be timed by the receiving clerk, who will see that the place from, month, and day are correctly noted thereon; he will also carefully read each message before accepting it, and when necessary will make it plain by marginal notation before it is sent to the operator. Messages bearing back dates will not be accepted.

ENTRY ON RECEIVER'S REGISTER.

(*g*) The principal offices will enter, by number, on Form 135, at the time and in the order of their acceptance, all messages which are accepted for transmission. The personal signal of the receiving clerk will be entered immediately before or after the time of filing in the space for that purpose. A careful comparison should be made between the receiver's register and telegrams sent each day before closing, if practicable, to see that all messages accepted during the day have been duly transmitted.

ASSISTANCE TO BE RENDERED THE SENDER.

(*h*) The receiving clerk should give any aid or explanation necessary to enable the sender to prepare his message so that errors or delays may be avoided.

CHANGES IN MESSAGES, MISSPELLED WORDS, ETC.

(*i*) No change should be made in any message, but misspelled or abbreviated words may be courteously referred to the sender for correction. If the sender decline to make the correction, the message will be accepted as written, the provisions of Rule 10 being adhered to. Messages containing purposely misspelled words prepared with a view to avoiding full payment will not be accepted.

UNSIGNED MESSAGES.

(*j*) If a message be offered without signature, the sender's attention should be called to the omission, and if the sender then declines to sign the message the receiving clerk will write in the place of the signature the words "Not signed." These quoted words will be transmitted and copied by the operators.

MESSAGES SENT BY ERROR TO WRONG DESTINATION.

(*k*) When an originating office learns that a message has been sent by error of the line to a wrong destination, it will at once forward the message to the proper address as a new message, and notify the office to which it has been improperly sent to file it without checking.

RULE 4.

MESSAGES TRANSFERRED TO OTHER LINES TO BE ROUTED BY SENDER, ETC.

(*a*) Where there are two or more connecting commercial lines at point of transfer, and the sender of a message addressed to "other line" offices indicates his preference in writing, the receiving clerk will indicate the routing by inserting the initial letter of the company in the message just before the destination, using the letter "P" to indicate Postal and the letter "U" for Western Union, etc. Operators will transmit and copy these routing instructions.

(*b*) Where no preference is indicated the transfer office will make an equitable distribution of the unrouted messages between the different commercial companies.

The equitable distribution will be ascertained as follows: On Wednesday of each week the value to "this line" of all business transferred to it by connecting commercial lines, including Sunday of preceding week, will be computed. That proportion of the whole which each company paid the United States will be that proportion of the value of the unrouted business which that company must receive during the current week. Example:

On Wednesday it is ascertained that during the past calendar week the United States has received the following amounts from commercial companies:

Postal Telegraph-Cable Co	$500
Western Union Telegraph Co	1,000
Federal Telegraph Co	100
Continental Telegraph Co	50
Total	1,650

During the next calendar week the unrouted business is routed in the following proportions:

Postal Telegraph-Cable Co	500/1650
Western Union Telegraph Co	1000/1650
Federal Telegraph Co	100/1650
Continental Telegraph Co	50/1650

SERVICE MESSAGES TO OTHER LINE OFFICES.

(*c*) Service messages pertaining to "other line" business will similarly indicate the routing by inserting the initial letter just before the destination or signature, as the case may be. Replies to service messages must invariably be addressed to the "other line" office from which the original is received. (See Rule 55.)

ROUTING OF MESSAGES WHERE THERE IS A DIFFERENCE IN RATES.

(*d*) Whenever the tariff over other lines is not identical the routing must be indicated invariably by the originating office, which routing the transfer office will not change without authority from the originating office.

(*e*) Wherever different routes are available the transfer point must be indicated on all messages transferred to or from the Signal Corps, *except at Seattle*, including messages to or from other line radio stations, Army transports, and other vessels equipped with radio.

ROUTING OF COLLECT ANSWERS TO PAID MESSAGES, ETC.

(*f*) In every instance collect answers to paid messages must be routed back over the same line. If not indicated by the sender, the receiving clerk must supply the deficiency. The importance of indicating the routing in such cases can not be overestimated. Omission of such information may result in failure to make collection or delivery of the message.

ROUTING ON GOVERNMENT MESSAGES.

(*g*) It is not necessary to indicate routing on Government messages except in the following cases: (1) Where rates over "other lines" are different, in which case the line quoting the lowest rate should be indicated; (2) during interruptions to lines which necessitate unusual routing, in which case routing must invariably be shown.

MESSAGES FOR TELEPHONE OFFICES IN ALASKA.

(*h*) When messages for telephone stations in Alaska are addressed so that a Signal Corps telegraph station seems to be the destination, they will be held and a service message sent to the originating office to ascertain whether the messages are to be sent by telephone or whether they are to be mailed; for instance, a message addressed to Cleary Creek, Fairbanks, Alaska, or Bluff, Nome, Alaska, will not be forwarded until definite instructions are received.

RULE 5.

DURING INTERRUPTION OF LINE, MESSAGES TO BE ACCEPTED "SUBJECT TO DELAY."

(*a*) If a message be offered when communication is known to be interrupted, it will be accepted only if the sender choose to leave it for transmission when communication is restored. Upon such a message write the words "Subject to delay" and request the sender to affix thereto his signature or initials. If he refuse to affix his signature or initials, the message will not be accepted. This requirement will not be waived. Claims for refunds of tolls on messages accepted during an interruption will not be honored.

(*b*) It is not necessary to transmit the words "Subject to delay" in the check of messages accepted during an interruption to the line.

Rule 6.

TIME OF TRANSMISSION AND DELIVERY NOT TO BE SPECIFIED.

All persons concerned are particularly cautioned against making any promises to patrons respecting the transmission or delivery of a telegram within a specified limit of time. The assurance that due diligence will be exercised is proper. The difference of time, if any, between the originating and delivering office should be mentioned. The difference in time between Seattle and Sitka is one hour, between Seattle and Valdez it is two hours, and between Seattle and Nome it is three hours.

Rule 7.

PREPAYMENT OF TOLLS AND EXTENSION OF CREDIT.

All messages will be prepaid except those covered by Rules 7, 8, 17, and 18. Credit is not authorized.

ANSWERS TO PREPAID MESSAGES.

(*a*) An answer to a prepaid message, or a message for which payment for transmission or for special delivery has been guaranteed by a responsible person, may be accepted "Collect" when the entire service is over the United States military cable, telegraph, or radio lines. The office accepting and sending a message "Collect" under any other conditions than those set forth in this rule will be held responsible for the tolls thereon.

(*b*) An answer to a prepaid message, or message for which payment for transmission or for special delivery has been guaranteed by a responsible person, originating at a point on military lines and addressed to a point on the line of a commercial company whose line directly connects with the military lines may be accepted as a "collect message," provided that said commercial company accept such messages with the understanding that the Government does not guarantee the collection of said tolls, and that the Government will not hold said commercial companies responsible for the tolls on such messages over military lines in case the tolls prove uncollectible

after due effort has been made to collect same. Similarly, "Collect" telegrams transferred to military lines from the lines of commercial companies will be accepted with the understanding that the Government does not guarantee the collection of said tolls and that, should the tolls be uncollectible after due effort has been made to collect same, the Government will not hold the said commercial company responsible for the tolls over the military lines. Messages transferred to and received from commercial companies under the above conditions shall, in addition, be subject to the usual conditions governing the transmission of "Collect" messages over the military telegraph lines.

(*c*) The agreement above referred to must be made in writing with the officer in charge of the system.

TRANSMISSION OF "COLLECT" RADIO MESSAGES RECEIVED FROM SHIPS AT SEA OR SHORE STATIONS.

(*d*) Radio messages received from ships at sea or shore stations will not be transmitted "Collect" except—

1. When destined for points on the Washington-Alaska Military Cable and Telegraph System or for points on the line of a commercial company whose line directly connects with the military line, and which company has agreed, in writing, to the understanding prescribed in paragraph (*b*), provided that the transmission of the message involves no telegraph, radio, or cable companies who are not parties to the agreement specified above.

2. When a message is an answer to a prepaid message, the sender of which has made satisfactory deposit to cover reply.

3. Cases of emergency or where delay of transmission might imperil life.

4. Where the station transmitting the message belongs to some radio telegraph company which has previously made satisfactory arrangements with the officer in charge of the system, guaranteeing the payment of tolls on such messages.

5. Where satisfactory arrangements have been made with the officer in charge of the system by the sender or company such person may represent, guaranteeing the payment of tolls involved by such message.

Rule 8.

GUARANTEE DEPOSITS.

(*a*) When a deposit has been made to guarantee payment for transmission, or for special delivery, the deposit will be returned after three days, if no notice of failure to collect the charges has been received. But if a notice of failure to collect be received, the amount due the line will be deducted from the deposit and the remainder will be returned. (See Rules 50 and 51.)

The deposit will be returned after three days if no answer be received, except during an interruption, when the deposit will be held for 24 hours after restoration of communication. If no answer then be received the deposit will be returned to the sender.

Rule 9.

WORDS TO BE COUNTED IN OFFICIAL MESSAGES.

In Government messages the address, text, and signature are counted, also the extra words in forwarded message or in messages received by mail to be forwarded by wire. (See rules in tariff books of other lines regarding Government messages.)

(*b*) A Government message containing less than 20 words is charged for as a 20-word message by other lines, but the actual number of words contained in the message will be counted and transmitted in the check. (See Rule 17.)

(*c*) In the interests of economy, the following addresses will be used in all telegrams from officers of the Army to the officials at the War Department enumerated herein:

Secretary of War	Secwar.
Assistant Secretary of War	Asecwar.
Chief of Staff of the Army	Staffwar.
The Adjutant General of the Army	Agwar.
Inspector General of the Army	Inspecwar.
Judge Advocate General	Jagwar.
Quartermaster General	Quagwar.
Surgeon General	Surgwar.
Chief of Engineers	Cengwar.
Chief of Ordnance	Cordwar.
Chief Signal Officer of the Army	Signals.
Chief, Bureau of Insular Affairs	Cinwar.

DEFINITION OF AN OFFICIAL (GOVERNMENT) MESSAGE.

(*d*) The United States Attorney General has ruled that "for personal telegrams where the rates are not payable out of public moneys, the regular public rates should apply, and settlement * * * should be made on this basis. To do otherwise would be in conflict with the regulations of the Interstate Commerce Commission, prohibiting preferential or discriminatory practices."

RULE 10.

HOW TO COUNT AND CHARGE FOR COMMERCIAL MESSAGES.

Count and charge for the following words, figures, etc.:

(*a*) All words, figures, and letters in the body.

(*b*) All signatures, when there are more than one, except the last.

(*c*) All words after the last or only signature.

(*d*) All extra words in an address.

(*e*) The words "Deliver and report charges," "Delivery guaranteed," "Report delivery," and "Repeat back" in the check.

(*f*) The word "Collect" in the check of a collect message will be counted but not charged for.

Dictionary words taken from one of the following languages, namely, English, German, French, Italian, Dutch, Portuguese, Spanish, and Latin; initial letters, surnames of persons, names of countries, counties, cities, towns, villages, States, or Territories, or names of the Canadian Provinces, will be counted and charged for each as one word. Abbreviations of the names of countries, counties, cities, towns, villages, States, Territories, and Provinces will be counted and charged for the same as if written in full.

Excursion (English dictionary), 1 word.

Herzlichen Glueckwunsch (German dictionary), 2 words.

Nous arriverons dimanche (French dictionary), 3 words.

Dolce far niente (Italian dictionary), 3 words.

Mijne groete aan mevrouw (Dutch dictionary), 4 words.

Todo esta perdido (Portuguese dictionary), 3 words.

Un cabello haze sombra (Spanish dictionary), 4 words.

Errare est humanum (Latin dictionary), 3 words.

G. W. E. A. (initials), 4 words.

Van Dorne (surname), 1 word.
McGregor (surname), 1 word.
O'Connor (surname), 1 word.
DeWitt (surname), 1 word.
W. H. Brown, jr., 4 words.
United States (country), 1 word.
Red Hill (county), 1 word.
St. Louis (city), 1 word.
East St. Louis (city), 1 word.
Red Bud (town), 1 word.
South Orange (village), 1 word.
New York (or N. Y.) (State), 1 word.
District of Columbia (or D. C.), 1 word.
Nova Scotia (or N. S.) (Canadian Province), 1 word.
Prince William Sound, 3 words.

Abbreviations of weights and measures in common use will be counted each as one word.

Figures, decimal points, punctuation marks, and bars of division will be counted, each separately, as one word. In groups consisting of letters and figures each letter and figure will be counted as one word. To prevent liability to error, numbers and amounts should be written in words, but the message will be accepted as written if the customer refuses to make the change. The sender's attention should be called to any punctuation marks appearing in the body of the message and told that if he desires them transmitted they will be included in the count and charged for.

In ordinal numbers the affixes st, d, nd, rd, and th will each be counted as one word.

Lbs. (abbreviation of weight), 1 word.
Cwt. (abbreviation of weight), 1 word.
Hhds. (abbreviation of measure), 1 word.
10000000 (figures), 8 words.
Ten millions (amount expressed in dictionary words), 2 words.
4442 (figures), 4 words.
44.42 (figures and decimal point), 5 words.
74 3/4 (figures and bar of division), 5 words.
A 1 (letters and figures), 2 words.

42B618 (letters and figures), 6 words.
1st (ordinal number and affix), 2 words.
10th (ordinal number and affix), 3 words.
No. 185 West 22d St., 9 words.

EXCEPTIONS.

" " (quotation marks), 1 word.
( ) (parentheses), 1 word.

All groups of letters, when such groups are not dictionary words of one of the eight languages above enumerated, or combinations of such dictionary words, will be counted at the rate of five letters or fraction of five letters to a word. When such groups are made up of combinations of dictionary words of one of the specified eight languages, each dictionary word so used will be counted as one word.

To facilitate the checking of messages by receiving operators, in cases where irregular code words are counted double, domestic messages containing such words will bear a double check, as, for instance, "21/17 paid"—the first group of numerals representing the number of chargeable words and the last the number as written by the sender—if sent collect the check will be "22/17 collect."

Ababa (artificial group of 5 letters), 1 word.
Hhgga (artificial group of 5 letters), 1 word.
Egadol (artificial group of 6 letters), 2 words.
Ccghxo (artificial group of 6 letters), 2 words.
Dutimerodal (artificial group of 11 letters), 3 words.
Gghrccexqdr (artificial group of 11 letters), 3 words.
Dothe (improperly combined), 2 words.
Itis (improperly combined), 2 words.
Allright (or alright) (improperly combined), 2 words.
Havyu (2 dictionary words purposely mutilated and improperly combined), 2 words.
Navy yard (Dictionary), 1 word.
Can not (cannot or can't), 1 word.
Newyear, 1 word.
New York City, 1 word.

EXCEPTIONS.

A. M.	1 word.
P. M.	1 word.
F. O. B. (or fob)	1 word.
C. O. D. (or cod)	1 word.
C. I. F. or C. F. I. (or cif or cfi)	1 word.
C. A. F. (or caf)	1 word.
O. K.	1 word.
Per Cent (or percent)	1 word.

The following examples illustrate the application of section (*b*) (extra words underlined):

Signatures.	Number of extra words.
Denver Office, National Cash Register Co.	2
N. & W. Depot, U. S. Tire Co.	4
Agent, Prudential Ins. Co.	1

EXCEPTIONS.

John and Emma	None.
Mother and Father	None.

The following examples illustrate the application of section (*c*) (extra words underlined):

Signatures.	Number of extra words.
John Brown, President.	1
Cronk Mfg. Co., Dept. 14.	3
Star Oil Co., Atlas Branch.	2
Smith & Co., by John Smith.	3
D. W. Call, Otto H. Falk, Receivers.	4

In the following and like cases the added word is a part of the name itself and hence not an extra word:

Edgerton & Co., Ltd.	None.
Brown & Co., Inc.	None.
John Brown, jr.	None.
John Brown, Third.	None.

The following examples illustrate the application of section (*d*) (extra words underlined):

Addresses.	Number of extra words.
Mr. and Mrs. James Brown	None.
O. L. McCord, Personal	1
Jones & Co., Dept. 15	None.
Mr. Harris, E. C. Brown & Co	None.
E. C. Brown & Co., Attention Mr. Harris	3
Jno. Smith, 1911 Broadway, or James Brown, 61 Wall St., N.Y	7
C. H. Huntington, Haskell 6123 or Main 5238	6
Jno. Smith or James Brown, 80 Wall St., N. Y	3

A message addressed, for example, to "W. Brown, 197 Broadway, and B. Wells, 60 Exchange Place, N. Y.," or a message addressed, for example, to "W. Brown and B. Wells, 197 Broadway," will in each case be charged for as two messages. A message addressed to "J. B. Jackson and S. B. Smith, Senate Chamber, Washington, D. C.," will be charged for as two messages. The additional addresses will not be considered as extra words. The address "John Smith, George Jones, and Samuel White" (at one address or three) indicates that three messages are to be delivered and three should therefore be charged for.

Rule 11.

CODE WORDS FROM SPECIFIED LANGUAGES.

(*a*) Patrons who desire to benefit by the use of codes are expected to see to it that their codes are made up of words taken from the specified languages, unless thay are prepared to pay for their code words on the basis of the five-letter count. Any attempt by patrons to force the line to accept as one word a code word that could not properly be so accepted under the rule would be an attempt to evade the rule for the purpose of withholding from the line tolls to which it is entitled.

(*b*) If there be any honest difference of opinion as to whether any given words are taken from one of the specified languages, the question will be referred to the officer in charge of the system, who can readily settle the question by reference to the official vocabulary,

nd when so determined those interested will be properly advised nd instructed for their future guidance.

(*c*) Whenever a reputable patron insists upon the acceptance as ne word of a code word that in the opinion of the local office should e subjected to the five-letter count, such code word may be accepted harged for as one word, and transmitted, but the patron should be mmediately advised that the code word is questionable and that an dditional charge thereon may subsequently be made, and requested o state from what language the code word has been taken. The natter should then be referred, through the usual channels, to the fficer in charge of the system for decision as to whether such words hall in future be subjected to the five-letter count.

(*d*) When such questionable words are tendered by transient or rresponsible patrons they will be subjected to the five-letter count nd charged for accordingly and the patron requested to leave his ddress and to state from what language the code word has been taken. He should then be informed that the matter will be referred to the fficer in charge of the system and that if the count be decided to be ncorrect under the rules proper refund will be made.

NOTE.—Groups of letters must be transmitted in groups as written y the sender of the message and must not be divided, although ounted and charged for as more than one word.

RULE 12.

CHECKS.

Check a paid or collect message in accordance with the following examples:

1. Check of a 10-word message to a "this line" office:
   "10 paid 25," or
   "11 collect."
2. Check of a 10-word message to an "other line" office:
   "10 paid 25 and 30," or
   "11 collect."
3. Check of a 10-word message for special delivery from a "this line" office when the delivery charges are known:
   "10 paid 25 Delivery $1.00," or
   "13 collect 2 extra, delivery guaranteed."

4. Check of a 10-word message where delivery charge is unknown.

"14 paid 33 four extra, deliver and report charges," or

"13 collect 2 extra, delivery guaranteed."

5. Check of a 10-word message bearing a delivery charge of 50 cents from an "other line" office; the "this line" and "other line" rates each being 25 cents:

"10 paid 25 and 25 delivery 50," or

"13 collect 2 extra, delivery guaranteed."

6. The word "Government" will be inserted in the check on Government messages which pass in part over other lines. Government messages confined to this line will be checked "O. B."

7. Check deadhead messages: "D. H. O.," "D. H. S.," or "D. H. E." "O" means officer; "S" means soldier; "E" means employee, for this line. If messages pass over other lines, they should be checked "D. H. O. and Paid," or "Collect," as may be necessary.

8. Check "Transfer" all messages pertaining to telegraph money transfer service, except service messages, which will be checked service. (See Rules 96 and 97.)

9. The check of a message will indicate the number of words charged for as well as the actual number of words.

Example:

14/10 paid. CHICAGO, ILL., *June 8, 1908.*

JOHN DOE, *New York:*

Frank Badafa Legend Dagama Track Andrew Mammallarked Incrusted Luminous Home.

RICHARD ROE.

In the above message there are two double words, viz, Badafa and Dagama, and one triple word, viz: Mammallarked. Operators will transmit and copy the check in full. The first figure indicates the total count and the second figure shows the number of text words. In collect messages the word "collect" is included in the first figure, the second being a guide to the number of text words.

Rule 13.

NIGHT MESSAGES.

Night messages will be accepted at the rate prescribed therefor and must be night over all lines where a night rate is in force. They will be accepted up to 2 a. m., transmitted when the lines are clear of day business, and be delivered not earlier than the morning of the next ensuing business day. (See Rule 29.) In night messages the word "night" will be inserted in the check and transmitted and copied, but will not be charged for. (See (*b*) Rule 56.)

Rule 14.

REQUEST TO REPORT DELIVERY.

(*a*) If the sender of a message request a notice of its delivery, the receiving clerk will insert in the check the words "report delivery." (See Rules 10 and 46.)

REPEATED MESSAGES.

(*b*) If the sender request a repetition of his message, the receiving clerk will insert in the check the words "repeat back," and will charge a half rate for the repetition, in addition to the rate for the message. (See Rules 10 and 27.)

(*c*) In such instances the words "report delivery" or "repeat back," as the case may be, will be included in the count and charged for at full rate.

SERVICE MESSAGES.

(*d*) Service messages will not be sent free for the information of customers, nor to correct their errors, but no service message shall be delayed for any cause whatever, nor shall any office decline to furnish promptly and explicitly information called for in any received service message. Such requests and replies should, however, be as brief as possible.

(*e*) Service messages will be given preference in every instance.

(*f*) Copies of such service messages as appear to have been improperly sent will be referred to the officer in charge of the system for inspection.

Rule 15.

SPECIAL DELIVERY.

(*a*) A message to be specially delivered beyond the free-delivery limits of the terminal office, and for which the delivery charge is not known, will be accepted upon the payment or guaranty of an amount sufficient to cover the telegraph tolls and the probable cost of delivery. The words "report delivery charges," when the charges are to be paid by the sender, or the words "delivery charges guaranteed," when they are to be paid by the addressee, will be inserted in the check of such message, and will be counted and charged for. (See Rules 8, 10, and 46.)

SERVICE MESSAGE ON SPECIAL DELIVERY.

(*b*) The service message reporting cost of delivery will not be charged for, but if a separate message be necessary to effect special delivery, a charge for a 10-word message will be made.

Rule 16.

EXTRA DATES AND FORWARDED MESSAGES.

If a person leave town before the arrival of an expected message and it be forwarded to him, the message as forwarded will show, in addition to the name of the place from which it is forwarded and the date, the name of the place and the State from which it was originally sent, and the word "via," and the name of the place and State from which it was originally sent and the word "via" will be counted and charged for.

For example: If the following message was originally sent from Seattle to Valdez and forwarded from Valdez to Fairbanks it would be checked and dated thus:

"13 paid, 3 extra.
Seattle, Wn.,
via Valdez, *Oct. 24.*

John Doe, *Fairbanks:*
Meet me next Monday at ten o'clock in the forenoon.
Richard Roe."

In this message the words "Seattle, Wn." and "via" will be forwarded as part of the message and charged for.

If the message to be forwarded is a back-date message, the original date will be shown in figures, counted, and charged for.

For example (assuming the same message as above, but as a back-date message):

"15 paid, 5 extra.
SEATTLE, WN. 23
via VALDEZ, *Oct. 24.*

JOHN DOE, *Fairbanks:*

Meet me next Monday at ten o'clock in the forenoon.

RICHARD ROE."

In this message the words "Seattle, Wn. 23" and "via," five words, will be forwarded as a part of the message and charged for.

When a message which is to be forwarded is a "received collect" message, the forwarding office will check it so that the tariff from the forwarding office to destination and the tariff from the originating office to the forwarding office shall appear separately and as a double check.

Illustration: Suppose the tariff from Seattle to Valdez to be $2.40 and 24, and from Valdez to Fairbanks 90 and 9, and a 10-word message has been sent "collect" by Seattle to Valdez, which the latter office is to forward to Fairbanks; Valdez should check the message (counting 3 extra words): "14 collect $1.17 and $2.40, three extra." The "$1.17" represents the tolls for 13 words from Valdez to Fairbanks, and "$2.40" represents the tolls for 10 words from Seattle to Valdez. If the message be a back-date message, Valdez should check the message "15 collect $1.26 and $2.40, four extra," or "16 collect $1.35 and $2.40, five extra," according to whether the figures indicating the back-date consist of one or two numerals.

Should "other line" tolls also be involved the total amount to be collected by the delivering office must be indicated in the check and transmitted.

Example: Suppose a message was received by Valdez, dated New York, checked 11 collect, and message was forwarded to Fairbanks, it would be checked thus:

"14 collect $1.17 and $3.40, 3 extra.
NEW YORK, N. Y.,
via VALDEZ, *Oct. 24.*

JOHN DOE, *Fairbanks:*

Meet me next Monday at ten o'clock in the forenoon.

RICHARD ROE."

A message received at Juneau, dated Seattle, Wn., checked paid and forwarded to Fairbanks collect would be checked thus:

"14 collect $3.64 only, 3 extra.
SEATTLE, WASH.,
via JUNEAU, ALASKA, *Oct. 24.*

JOHN DOE, *Fairbanks:*

Meet me next Monday at ten o'clock in the morning.

RICHARD ROE."

All such messages will be entered on the check report of the forwarding office in the same manner as other messages. They will be entered on the check report of the office making delivery as if the forwarding office were the point of origin.

The office ordering the forwarding will collect from the sender the tolls, including that for extra words necessary in forwarding instructions, from forwarding office to destination, and will enter on the bottom of the check report all items of this nature. (See Example 1.)

In case the forwarding office be also the office authorizing the forwarding, tolls covering all charges, if a prepaid message, will be collected by that office and the delivering office will check and enter such messages on the check report showing the forwarding office as the point of origin. (See Example 2.)

Example 1:

"10 paid. VALDEZ, ALASKA, *June 30, 1910.*

JOHN DOE, *Fairbanks:*

* * * * *

RICHARD ROE."

If, upon receipt of this message at Fairbanks, it be found hat the addressee has left and is reported to be in Nome, Fairbanks will so inform Valdez, who will, if the sender desires and prepays tolls, direct Fairbanks to forward "paid" to Nome. Valdez will collect all tolls; Fairbanks will check Valdez on the original message Valdez to Fairbanks; Nome will check Valdez on the forwarded message Fairbanks to Nome; the words "ck Valdez" will be placed in the check and transmitted and copied by the operators.

Example 2:

"10 paid. VALDEZ, ALASKA, *June 30, 1910.*
JOHN DOE, *Fairbanks:*
* * * * *
RICHARD ROE."

If, upon receipt of this message at Fairbanks, it be found that the addressee has left and is reported to be in Nome and his agent desires to forward the message to Nome prepaid, Fairbanks will charge for the extra words necessary in forwarding from Fairbanks to Nome. Valdez will not be concerned, so Nome will check Fairbanks. The words "ck Fairbanks" will be placed in the check and transmitted and copied by the operators. The message will be entered on the schedule (Form 107) as if it originated at Fairbanks.

Messages received by mail, to be forwarded by telegraph, will be handled in the same manner as though received by telegraph.

Example: A message received by mail at Tonsina, dated Windham, Alaska, June 7, to be forwarded by telegraph to Seattle, Wash., would be checked as follows:

"14 paid, 4 extra.
WINDHAM, ALASKA, *June 7,*
via TONSINA, *8.*
JOHN DOE, *Seattle:*
Meet me next Monday at ten o'clock in the morning.
RICHARD ROE."

All service messages relating to forwarded messages carrying a via should be addressed to the *via* point and not to the originating point.

Messages must in every case show the place of origin, and no employee will be permitted to act as agent for the sender and by so doing change the point of origin.

Whenever it becomes necessary to forward to a new address, on other lines, messages originating at offices on the Military Cable and Telegraph System of Alaska, a charge for a 10-word commercial message over the military line will be made on the service message directing the forwarding.

These service messages must be prepaid and be as brief as possible. The sending office, in transmitting such service messages, will check them "paid service," indicating the number of words, but the minimum charge will be made, the number of words being indicated to insure against omission of any part of forwarding instructions.

No charge will be made on a service message directing the forwarding of a message to a new address on the military lines when the message to be forwarded is one originally filed at an office on the military lines, nor will any charge be made on a service message directing the forwarding of a message to a new address on the military lines when the telegram to be forwarded is one originally filed at an office on the other line. In these two instances the military line receives a compensation for forwarding the message. The service message must always state whether forwarding charges are prepaid or to be collected, and the extra words must be carefully considered and charges made fully to cover.

No charge for these service messages will be made on account of other lines.

Foreign cablegrams to points on other lines can not be forwarded from the original destination, but if forwarded to points on "this line" the foregoing instructions and domestic message rate will apply.

Rule 17.

OFFICIAL (GOVERNMENT) MESSAGES.

(*a*) No message will be transmitted free except by orders from proper authority. All official messages of the officers and agents of the several departments of the United States Government are transmitted free over the military telegraph lines when properly certified.

(*b*) Whenever properly certified messages are presented for transmission and a doubt exists as to their being on official business, or the genuineness of the party presenting them, they will be transmitted and a copy submitted to the officer in charge of the system.

(*c*) In accepting official messages for transmission over the Washington-Alaska Military Cable and Telegraph System, it is essential that the following certificate be stamped or written on the message blank, when not already printed, and the same signed by the sender of the message, who will also indicate his rank and department or bureau of the Government to which the message pertains:

"I certify that the following telegram is on official business, and necessary for the public service, and will not bear the delay incident to the mails."

(*d*) The following extract from General Orders, No. 180, War Department, Washington, D. C., October 26, 1905, will be furnished when necessary to each person mentioned on the list below as being authorized to send official messages over the Washington-Alaska Military Cable and Telegraph System. Others who may wish to send such messages will also be furnished a copy when necessary but their messages will not be transmitted until the orders of the officer in charge at Seattle, Wash., be received. Such matters will be submitted by telegraph to that official and instructions awaited before forwarding.

OFFICIAL MESSAGES, ORDERS REGARDING.

[Extract from General Orders, No. 180, War Department, Washington, Oct. 26 1905.]

(*e*) "II. The requirements of paragraphs 1194, 1197, 1198, 1592, and 1593, Army Regulations, are held to be applicable to official telegrams sent over the United States military telegraph lines in

Alaska and the Philippine Islands. These lines will be used only in cases of necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interest. In order to secure economy, officers are expected to observe the same degree of brevity in framing official messages as in the preparation of private telegrams.

"The provisions of section 2, paragraph 1196, Army Regulations, with reference to the necessity of an officer submitting an explanation when it is questionable whether a telegram is on official business, or whether the telegraph should have been used, are extended to telegrams sent over military telegraph lines in Alaska and the Philippine Islands. In case such explanation is not satisfactory, the officer filing the telegram will be charged therefor at the authorized commercial rates.

"Division and department commanders are charged with the duty of scrutinizing telegrams received by them, in order to enforce compliance with the provision of this order. (1063454, M. S. O.)

"By order of the Secretary of War:

ADNA R. CHAFFEE,
Lieutenant General, Chief of Staff,

Official:

F. C. AINSWORTH,
The Military Secretary.

NECESSITY FOR BREVITY.

(*f*) The volume of official telegraphic correspondence transmitted over the Military Cable and Telegraph System of Alaska has grown to such proportions as to necessitate strict compliance with regulations and instructions governing the preparation of messages. These require that the telegraph be used only in cases of necessity in which the delay consequent upon transmission by mail would be prejudicial to public interests; that only such words be sent as are necessary to a clear understanding of the message; and enjoin the use of the War Department code.

(*g*) Attention is invited to instructions to be observed in the use of the telegraph for official business, contained in paragraph IV, General Orders, No. 14, War Department, 1913, supplemental to those contained in Army Regulations.

USE OF CODES AND METHODS OF COUNTING WORDS.

(*h*) Regulations of the Signal Corps and of the commercial telegraph companies now require that groups of letters that do not form words from one of the following languages: English, German, French, Italian, Dutch, Portuguese, Spanish, and Latin, and that are not combinations of words from these languages, be counted and charged for in messages at the rate of five letters, or fraction of five letters, to a word.

(*i*) The five-letter count also applies to groups of letters forming artificial words and to groups of letters made up of combinations of mispelled or abbreviated words.

(*j*) As all code words in the War Department Telegraphic Code are composed of six letters and consequently are rated as the equivalent of two words in the reckoning, this code should be used only when an actual saving can be made or secrecy be desired. It is therefore directed that care be used in the preparation of official telegrams for transmission over the lines of the commercial companies as well as over military telegraph lines. The foregoing does not apply to foreign cablegrams.

(*k*) The department commander has directed that the officer in charge Washington-Alaska Military Cable and Telegraph System shall call to his attention any violations of the above, in order that he may decide whether payment from the sender of messages in violation of the provisions of this order shall be required.

PERSONS AUTHORIZED TO SEND OFFICIAL MESSAGES.

(*l*) Messages relating to public business from the following persons will be sent without charge when certified as above:

The governor of Alaska.

The secretary of Alaska.

Judges of the United States courts.

Clerks of the United States courts.

District attorneys and assistant district attorneys.

United States marshals and deputy United States marshals when in charge of offices or when in reply to official messages.

United States commissioners and assistant commissioners.

Collectors and inspectors of customs, and deputy collectors and inspectors when in charge of offices or when in reply to official messages.

Special agent, Department of Agriculture, and his authorized assistants when in charge of offices or when in reply to official messages.

Superintendents of schools.

School teachers communicating with superintendents only.

Collector of internal revenue, and his deputies when in charge of offices or when in reply to official messages.

Immigration inspector, and his authorized assistants when in charge of offices or when in reply to official messages.

Postmasters, only in the strictest legitimate business of the department.

Officials in charge of the United States Coast and Geodetic Survey.

Officers of the Coast Guard Service.

Officials of the Government departments and bureaus of the United States.

Alaskan road commission and its authorized agents.

Railway Mail Service and authorized agents, including mail contractors or carriers for messages pertaining strictly to the service.

Employees Alaska school service, when for Commissioner of Education, Washington.

Supply and disbursing officer or chief of Alaska Division, Seattle.

SPECIAL AUTHORITY TO BE OBTAINED FOR OFFICIAL MESSAGES FROM PERSONS OTHER THAN ABOVE.

(*m*) Special authority must be obtained from the Chief Signal Officer of the Army or officer in charge of the system before accepting for transmission as official business messages from persons not included in the foregoing list.

(*n*) It has been held by the Post Office Department that messages referring to registered letters and other mail matters sent on the request of individuals are not properly official business and should be paid for at commercial rates by the persons interested.

ANSWERS TO COMMERCIAL MESSAGES MAY BE ACCEPTED AS OFFICIAL.

(*o*) Messages in answer to commercial messages may be accepted as official messages when properly certified. (See par. 1192, Army Regulations, 1913.)

ANSWERS TO OFFICIAL MESSAGES.

(*p*) Messages in answer to official messages will be accepted and transmitted as official business when the telegrams to which they are answers are presented. They will invariably be sent "Collect Government, answer" when for transmission over commercial lines.

MESSAGES TO SIGNALS OR CASHIER.

(*q*) Messages for the officer in charge of the system, officers in charge of line sections, and operators in charge at the different stations will invariably be addressed to "Signals" and not to the officer or enlisted man by name. At points where cashiers are on duty messages pertaining to accounts will be addressed to "Cashier."

OTHER LINE TARIFF ON OFFICIAL MESSAGES.

(*r*) The rates on Government messages over the commercial lines in the United States are announced annually by the Postmaster General, and are published in the tariff books of the commercial companies.

DEFINITION OF AN OFFICIAL (GOVERNMENT) MESSAGE.

(*s*) The United States Attorney General has ruled that "for personal telegrams where the rates are not payable out of public moneys, the regular public rates should apply, and settlement * * * should be made on this basis. To do otherwise would be in conflict with the regulations of the Interstate Commerce Commission prohibiting preferential or discriminatory practices."

RULE 18.

D. H. MESSAGES.

(*a*) Free messages known as "D. H." messages will be transmitted only as may be authorized by the Chief Signal Officer of the Army. All such messages must be brief, not to exceed 20 words in length,

except in extraordinary instances, when they may be extended to cover a few extra words. All D. H. messages will be written in plain English, and must be signed in full or by surname of sender. Messages pertaining to leaves of absence and furloughs may be accepted deadhead, *but other line tolls must be considered.*

(*b*) All deadhead messages will, except in emergent cases, be limited to two per month and answers thereto, and while the limit is usually 20 words, efforts should be made to make the messages as short as possible.

MESSAGES TO BE MAILED.

(*c*) The telegraph will be used only in the case of urgency, and D. H. messages of little or no importance will not be transmitted. Messages to be mailed at destination must have postage paid thereon at time of filing. Such messages will be checked "D. H. mail." Postage will be accounted for as directed in Rule 65. Deadhead messages for city delivery in Seattle, unless addressed to a Government office or to be called for, should bear postage.

ABUSES OF PRIVILEGE.

(*d*) Any abuse of the foregoing privileges will be reported to the officer in charge of the system.

SENDING OFFICE HELD RESPONSIBLE.

(*e*) The sending office will be held accountable for the usual tariff charges on messages not covered by this and the preceding rule.

SERVICE MESSAGES NOT FREE MESSAGES.

(*f*) Service messages will neither be regarded nor reported as free messages.

VALUE OF FREE MESSAGES TO BE COMPUTED.

(*g*) The value of every free message sent over the military lines, including those covered by Rule 17, will be computed at the ordinary commercial rate and reported in the monthly check and message report. (See instructions on Form 105.)

Rule 19.

TARIFF ON COMMERCIAL AND PRESS MESSAGES.

The tariff of commercial and press messages will be announced in tariff sheets by the Chief Signal Officer of the Army, or by his authority. No modifications or concessions in the rate will be made by any other authority.

Rule 20.

PROFANE OR OBSCENE MESSAGES.

Messages containing profane or obscene language will not be accepted for transmission.

CHAPTER IV.

OPERATING DEPARTMENT.

RULE 21.

OFFICE CALLS.

(*a*) An operator, when calling an office, will sign his own office call at short intervals, and will also sign it and his personal signal in answering calls. All calls should be answered promptly.

NUMBER SHEETS. REGISTER CALLS.

(*b*) The time at which calls are made will be registered on the back of the operator's number sheet. Number sheets will be dated and the offices will be written out in full.

RULE 22.

NUMBERING MESSAGES, ETC.

(*a*) The sending operator will number each message to the office to which he sends it, and will write after the number the call of that office, followed by his own signal, the receiving operator's signal and the time of transmission, in the order named.

MESSAGES BEARING BACK DATES.

(*b*) In transmission of a message bearing a back date, the date of forwarding will be indicated by encircling, thus ⑰, which will be indorsed immediately after the time of transmission.

ACKNOWLEDGMENT OF RECEIPT.

(*c*) No telegram will be regarded as transmitted until acknowledged by the usual signal; but if a number of telegrams be sent in succession, the acknowledgment of the last may be regarded as an acknowledgment of all.

SENDING OPERATOR TO REGULATE SPEED OF TRANSMISSION.

(*d*) The sending operator will regulate the transmission of a message to suit the ability of the receiving operator.

INABILITY OF OPERATOR NOT A REASON FOR FAILURE TO TRANSMIT.

(*e*) The inability of an inexperienced operator to receive rapidly will not be deemed a sufficient reason for failure to transmit a message to him.

COMPARISON OF NUMBERS, ETC.

(*f*) It is of great importance that message numbers should be correct and be accurately recorded. Operators at both ends of the wire should always act upon the theory that missing numbers indicate lost messages, and should call the attention of the chief operator to each case. The receiving operator should never mark off a number without first seeing the message which bears it. Sent messages should be carefully examined as often as practicable to ascertain whether they are properly timed and the numbers correct. (See Rule 122.)

RULE 23.

ORDER OF TRANSMISSION.

(*a*) In sending a message, designate the class by the following words:

"Black" for a day message.

"Red" for a night message.

and observe the following order of transmission:

1. Message number.
2. Check.
3. Place from (and date, when a back date).
4. Address.
5. Body or text.
6. Signature.

Copy to be followed:

(*b*) No alterations will be made. In case of a relayed message, any apparent errors should be brought to the attention of the receiving operator for verification before transmission to the next office.

(*c*) Sending operators will not transmit the titles "Mr.," "Messrs." and "Esq." when they appear in the address of a telegram.

(*d*) The prefixes "Mrs.," "Miss," and any distinctive title such as "Gen.," "Hon." etc., however, should be transmitted whenever they form part of the address.

(*e*) The suffix "th" when used in the address of a message is frequently rendered "8"; for example, 242 West 9th St., rendered 242 West 98 St. To obviate errors of this kind, operators will not transmit "th" following a figure in the address of a message.

MESSAGES TO SUBURBS OF CITIES.

(*f*) It is important that great care be exercised by both sending and receiving operators in handling messages addressed to suburbs of cities bearing the same name as that of the city, that the destination may not be made to appear as a part of the city proper. Careful punctuation in such instances is essential.

Rule 24.

TRANSMISSION OF CHECKS AND "OTHER LINE" TOLLS.

(*a*) All the figures and words in the check of a telegram will be transmitted, except the word "paid" and the amount of tolls in case of a prepaid telegram to a "this line" office. Should, however, any "collect" telegram reach destination without the amount of tolls in the check, the office of destination will still be held for all tolls. The omission of tolls in check will not be a sufficient reason for failure to collect the correct rate.

GOVERNMENT MESSAGES.

(*b*) In Government messages which pass in part over commercial lines, the words "paid" or "collect" must be transmitted in the check.

Note.—The number of words given in the check of a message, accepted by the receiving clerk, will under no circumstances be altered by an operator. The inaccuracies will be brought to the attention of the receiving clerk for correction; neither will a check on a relayed message be altered without the authority of the sending office.

Rule 25.

TRANSMISSION OF REPEATED MESSAGES.

(*a*) Special care will be observed in sending and receiving a message requiring repetition.

(*b*) At the office of origin and at each repeating office an operator, upon receiving back a repeated message, will carefully compare it with his copy, underlining or checking each word, and, if the repetition be found to be correct, he will write on the back of the message the words "Repeated back O. K.," with his personal signal and the personal signal of the operator who repeated back the message.

TELEGRAPHIC MONEY TRANSFERS (ALASKA ONLY).

(*c*) In transmission of telegraphic money transfers the following will be repeated back in the message authorizing the issue: Number of the certificate, name of payee, amount transferred, and name of payer. (See Chapter IX.)

Rule 26.

MESSAGES TO MORE THAN ONE ADDRESS.

(*a*) When a message is addressed, for example, to "A or B," for delivery to either, it will be transmitted as a single message. When a message is addressed, for example, to "A and B," or to several persons, for delivery to each of them, before transmission begins the sending operator will inform the receiving operator of the number of addressees on the message. The transmission will be in the following order:

1. Office call of sending office.
2. The check (and date when of a back date).
3. The body and signature.
4. The numbers of the messages and names of addressees.

(*b*) Each message will be given a separate number and a separate message will be delivered to each addressee. Nothing should appear on any copy delivered to indicate that the same message was also delivered to other addressees. (See Rules 10 and 47.)

Rule 27.

CAUSE OF DELAY TO BE NOTED AND REPORTED.

(*a*) When for any reason an operator can not transmit a message promptly, he will note the cause of delay upon the back of the message and will report the facts to the chief operator or operator in charge.

(*b*) When from any cause a congestion of business occurs chief operators and operators in charge should put forth every endeavor to expedite the forwarding of the more greatly delayed business, and to this end an exchange of messages should be arranged alternately between the relay offices.

WHEN MESSAGES CAN NOT PROMPTLY BE TRANSMITTED; COLLECTION OF TOLLS ON MAILED MESSAGES, ETC.

(*c*) Whenever through messages in course of transmission are stopped at a relaying office in consequence of an interruption of the line, they can be forwarded to destination or to the next relaying office by mail with greater dispatch than would be the case if held until repairs to the line are effected, they will be mailed to the operator in charge at destination, or to the next relaying office where communication can be had to destination. A copy of each message forwarded in this manner will be retained by each relaying office so forwarding. The message mailed to the delivering office must not be press copied by the mailing office.

(*d*) At the time of mailing the forwarding office will enter each message on a messenger's delivery sheet by number, commencing with No. 1, and continue serially during the interruption, and mail to the operator in charge at destination or the next relaying office, who will, upon receipt of the messages, acknowledge receipt of each by signature, time, and date.

(*e*) The operator in charge at the mailing office will be held responsible that all messages mailed are promptly checked up. Immediately upon restoration of communication he will send a service message to the operator in charge of the relay office or at destination giving the numbers of messages mailed, viz, 1 to 15, inclusive. If any of the messages described have not been received at the relay

point or at destination the operator in charge at such point will service the mailing office, giving the number, address, and signature of the last message received. This service message must be prepared with the greatest care and numbers accurately compared; an error might cause the loss of several messages.

(*f*) The mailing office will immediately send by telegraph any missing messages. The operator in charge at relay point, or destination, will sign on the delivery sheet for all messages received by mail and return the delivery sheet to the mailing office, immediately after the receipt of the message, without awaiting the restoration of communication.

(*g*) Full tolls will be collected on all such messages, for by complying with Rule 5 the line will have performed its services in good faith. Should communication be restored before receipt of the messages at destination or the next relaying office, great care must be used to prevent a duplicate copy of the message reaching the addressee. Offices relaying messages mailed to them during interruption will not be checked thereon, but offices will check as if there had been no interruption.

Rule 28

DUPLICATE TRANSMISSION.

(*a*) If, to correct an error in a message or for any other reason, a second transmission becomes necessary, the sending operator will begin the second transmission with the word "Duplicate," which word the receiving operator will write conspicuously on the form above the message. A new number will be given and new marks of transmission will be recorded thereon.

(*b*) In such cases the date of filing, as well as the date of duplication, will be transmitted and copied. (See Rule 22 concerning back dates.)

(*c*) This rule does not apply to messages which are duplicated immediately on request of the receiving operator on account of some cause making a second transmission necessary.

Rule 29.

MESSAGES TO BE SENT ON DATE OF FILING.

(*a*) An office which is not kept open all night will before closing transmit its messages to their destination or to the nearest relaying office.

(*b*) The relaying office will forward all messages to their destination before closing. If, for any reason, any be left over until the next morning, they will be transmitted before new business, under the original date of filing. The date will not be changed to that on which forwarded. The date of forwarding will, however, be indicated. (See Rule 22.)

RELAY OFFICES TO CLEAR BEFORE GIVING "GOOD NIGHT."

(*c*) Relaying offices will clear all business for offices which do not keep open all night before giving such offices "good night," after which messages therefor will not be accepted from the public at the relaying office except with the understanding that they will be transmitted under date of the day following. Messages for such points from other offices will be accepted in the usual manner.

Rule 30.

ORDER OF RECEIVING.

(*a*) Copy each message as transmitted. Enter on the blank after the number of the message, the call of the sending office and the receiving operator's signal.

(*b*) Verify the check by counting the number of words. Make sure the message has been correctly received.

(*c*) Write the time received in the lower right-hand corner and acknowledge receipt by giving the sending office an "O. K." followed by personal signal.

(*d*) See that copy is legible and not liable to be misread.

(*e*) Challenge all words that appear doubtful, and when confirmed by the sending operator they will be underscored.

Rule 31.

NEW NUMBER TO BE GIVEN POSTPONED CORRECTIONS, ETC.

(*a*) If for any reason a message can not be promptly completed or correction made, the number and time of receipt will be erased and the sending office will assign the number to the next message transmitted. When corrections shall have been accomplished, a new number and new time of receipt will be given.

(*b*) A telegraph blank upon which a received message has been written, in whole or in part, must not be destroyed under any circumstances. When a telegram is to be canceled the word "cancel" with the reason and the operator's signal should be written across the face of the blank, which should then be placed on a sent business file.

(*c*) The operator who cancels a telegram must see that the number is filled in. The canceled message will be filed in a jacket labeled "canceled business" and placed with the day's business.

(*d*) The tape of all queries and answers thereto made by operators on cables using syphon recorders will be carefully preserved and filed. (See Rule 128.)

Rule 32.

OPERATORS NOT TO REFUSE MESSAGES.

(*a*) No operator will refuse to receive any message offered by an operator at another office. Should there be any doubt as to the propriety of a message, it will be accepted and a copy submitted to the officer in charge of the system.

CONTENTION FOR CIRCUIT.

(*b*) Contention for circuit is positively forbidden.

OPERATORS' SIGNALS.

(*c*) No operator will change his personal signal without the consent of the operator in charge or chief operator, nor will any two operators in the same office use the same signal.

Rule 33.

NO ADMITTANCE TO OPERATING ROOMS.

(*a*) The operator in charge or chief operator will refuse to admit to the operating room any person not an employee under his own direction, except when permission to enter has been given by the officer in charge or other competent authority.

CHIEF OPERATOR AND OPERATORS IN CHARGE.

(*b*) At offices where officers are in charge, the senior noncommissioned officer detailed to perform the duties of a chief operator will be designated "chief operator"; and at offices where there be no officer and the senior noncommissioned officer in charge performs all the functions of the office, he will be designated "operator in charge."

Rule 34.

OFFICIAL CORRESPONDENCE BY WIRE.

Official correspondence by wire will be limited to matters of an urgent nature that will not bear the delay incident to the mails. The mails shall be used for all correspondence that will not suffer by delay.

Rule 35.

PRIVILEGES NOT TO BE ABUSED.

The transmission by wire of messages or notes free of charge for friends and acquaintances of operators or other employees is not permissible; neither will operators or others in the military service pervert to improper use the privileges granted in Rule 18.

Rule 36.

WIRE TESTS.

(*a*) The operator in charge at a testing office will make early morning tests of the wires and see that the necessary orders to linemen are given and acted upon without delay. He will make every effort to have the circuits ready for business at the opening hour.

DIRECTIONS TO LINEMEN.

(*b*) In giving directions to linemen, care will be taken to definitely locate the trouble, and to state its nature as accurately as possible.

RIGHT OF CIRCUIT FOR "WIRE."

(*c*) The word "wire" will be recognized as giving the right of circuit at all times for testing purposes.

OFFICE DIARY.

(*d*) The operator in charge, or the chief operator of the principal offices, will keep a daily record of all interruptions and incidents which occur in the working of the lines. In making entries the time of tests, interruptions, removal of faults, etc., will always be stated; also all information that may be of value for future reference. Offices will not be referred to by their calls.

RULE 37.

GROUND WIRE.

The ground wire at intermediate offices will be used only in the event of an interruption of the circuit, and then only to notify the chief or testing operator concerning the interruption and to receive his instructions.

RULE 38.

INSTRUMENTS TO BE CUT OUT AT NIGHT.

Before closing an office temporarily, or for the night, its instruments will be cut out, care being taken that the circuit through the switch or cut-off is complete.

RULE 39.

OFFICE HOURS, ETC.

(*a*) At offices where there are two or more operators on duty, meal hours will be arranged so that a sufficient force shall be on duty at all times.

(*b*) At offices where there are two or more operators on duty, the hours of duty will be so arranged that, under ordinary circumstances, seven hours shall constitute a day's work for each man.

(*c*) A reduction of one-half hour will be arranged for night work. When necessary, these hours of duty will be extended to meet the demands of the service.

Rule 40.

ORDER OF PRIORITY.

(*a*) Official and military messages will have precedence. Subject to modification in orders from the War Department, or by order of the commanding general of the army in the field; important dispatches will be usually sent in the following order of priority, due regard being had to the relative urgency of messages in the same class:

First. Those relating to the movement or administration of the army in the field, and of the Navy.

Second. Other messages relating to the Army, to the Navy, and to governmental departments or bureaus of the United States.

Third. Messages of State, Territorial, or other civil officials relating to public business.

Fourth. Messages between diplomatic agents of neutral Governments.

Fifth. Press messages.

Sixth. Miscellaneous business, those relating to death or serious illness having priority.

(*b*) Unimportant dispatches of any class must not, however, be given precedence over important dispatches of a subordinate class.

DISPATCHES INJURIOUS TO PUBLIC INTERESTS.

(*c*) Dispatches containing matter deemed to be injurious to the public interests must be submitted to the commanding general for his orders relative to their transmission. On detached lines such messages will be submitted to the senior officer or noncommissioned officer for his action.

Rule 41.

TESTING INSTRUMENTS.

Where the importance of the office justifies, means will be provided for making regular tests of the electrical condition of the lines. Reports of the tests will be sent to the officer in charge of the system. Detailed instructions for making these reports will be given on the blank form provided for that purpose. Instructions for making tests may be found in Signal Corps Manual No. 3.

Rule 42.

CARE OF BATTERIES.

(*a*) No battery will be permitted to freeze, for while frozen the current is very much impaired or altogether suspended. Heat being a promotor of chemical action, a battery while warm works most vigorously. (See Signal Corps Manual No. 3 for additional information relative to batteries.)

MAGNET BARS ON RELAYS AND SOUNDERS, AND WIRE CONNECTIONS, UNDERNEATH, TO BE EXAMINED.

(*b*) The inside of magnet bars on relays and the underside of same on sounders, as well as the ends of iron magnet cores, should be examined frequently and the rust which forms removed.

SWITCHBOARDS.

(*c*) Switchboard plugs and plug holes should be kept bright and clean at all times so as to insure good connections. Switchboards should be watched very closely in moist climates, as the copper strips that connect on the back of the board corrode, and this corrosion forms a mineral solution by the chemical action of the air which impregnates the woodwork and is deposited therein as metallic copper, which causes more or less of a cross between the strips. Cases have occurred where the efficiency of the line was badly impaired from this cause. When such cases in switchboards appear it should be reported to the officer in charge for replacement or repair, as the case may require.

LIGHTNING ARRESTERS.

(*d*) The lightning arresters should be kept clean and free from dirt or moisture and will invariably be examined after a thunderstorm.

RULE 43.

SPECIAL SIGNALS.

(*a*) The following special signals are authorized:

1. Wait a moment.	25. Busy on other wires.
4. Start me, or, where.	27. Adjust your magnet.
5. Have you anything for me?	30 or N. M. Circuit closed or no more.
7 or 77. Message for you.	
9. Important military message, give way.	44. Answer quick.
	73. Accept compliments.
13. Do you understand?	18. What is the matter?
92. Deliver (ed).	Wire. Test, give way.

Operators will in all cases give way for signal 9, and for "wire."

AUTHORIZED ABBREVIATIONS.

(*b*) The following abbreviations are authorized:

Ahr.....Another.	G R.....Government rate.
Ans.....Answer.	N M.....No more
Ck.....Check.	O B.....Official business.
D H.....Deadhead.	O K.....All right.
G A.....Go ahead.	Opr.....Operator.
G E.....Good evening.	Qk.....Quick.
G M.....Good morning.	Sg.....Signature.
G N.....Good night.	Wo.....Who.

TELEGRAPH ALPHABET.

(*c*) LETTERS.

	Morse.	Continental.
A	·—	·—
B	—···	—···
C	—·—·	—·—·
D	—··	—··
E	·	·
F	··—·	··—·
G	——·	——·
H	····	····
I	··	··
J	·———	·———
K	—·—	—·—
L	·—··	·—··
M	——	——
N	—·	—·
O	———	———
P	·——·	·——·
Q	——·—	——·—
R	·—·	·—·
S	···	···
T	—	—
U	··—	··—
V	···—	···—
W	·——	·——
X	—··—	—··—
Y	—·——	—·——
Z	——··	——··
&	·—···	

(*d*) NUMERALS.

1	·————	·————
2	··———	··———
3	···——	···——
4	····—	····—
5	·····	·····
6	—····	—····
7	——···	——···
8	———··	———··
9	————·	————·
0	—————	—————

TELEGRAPH ALPHABET—continued.

(*e*) PUNCTUATIONS, ETC.

	Morse.	Continental.
Period		
Colon		
Semicolon		
Interrogation		
Exclamation		
Fraction line		
Dash		
Hyphen		
Pound sterling		
Capitalized letter		
Colon followed by quotation		
Dollar mark		
Decimal point	Spell "dot."	
Comma		
Paragraph		
Underline (begin)		
Underline (end)		
Parenthesis (begin)		
Parenthesis (end)		
Quotation marks (begin)		
Quotation marks (end)		
Quotation within a quotation (begin).		
Quotation within a quotation (end).		
Apostrophe		
Shilling mark		
Final signal		
Foot note (begin)		
Foot note (end)		

Rule 44.

To save time of clerks and operators in the preparation and transmission of service messages, the following code will be used:

SERVICE MESSAGE CODE.

Code word.	Meaning.	Example.
Cancel	Cancel and file	Our 41, New York (date), Briggs, signed Hooper, cancel.
Collect	Collect there, payment refused.	Your 75, Chicago (date), Weld, signed Patterson, collect.
Colunk	Collect there, addressee unknown.	Your 31, Buffalo (date), Henry W. Gerrish, 21 Monmouth Street, East Boston, signed Gerrish, colunk.
Deld	Delivered O. K	Yours 117 of 31st, Wilson, deld.
D. F. S	Disregard former service	
Dup	Duplicate quickly from original, word not understood.	Your 91, Armour (date), tenth Abhor, dup.
G. B. A	Give better address. Unknown at address given. Not in directory.	Your 94, N. Y. (date), Wm. Newcomb, 31 Broad Street, signed Foss, G. B. A.
H. A	Hurry answer	Our 83 (date), Price, McCormick, signed Jones, H. A.
H. C	Hurry press check	Transcript 30th, H. C.
Locked	Place closed. Will deliver soon as open.	Your 94, Hartford (date), Conkling, signed Franch, locked. (Service messages reporting nondelivery to business houses that are closed for the day are unnecessary. See Rule 52.)
Missing	Missing number, describe	Your 16 (date) missing.
Ornord	Original not received. Have delivered duplicate with explanation. Please trace.	Your 90 (date), Chicago, Swift, Boston, signed Swift, ornord.
R. F. O	Repeat from original. Message not understood.	Your 204 (date), Boston, Smith, signed Henry, R. F. O.
S. O. S.[1]	See our service	
S. Y. S	See your service	
Try	See your (insert number of service message). Try to deliver at.	Your 42 (date), try 37 South Street.
Undeld	Undelivered. Addressee said to have left.	Your 38, St. Louis (date), F. H. Webster, signed James, undeld
Colaft	Collect there; addressee out of town.	Your 12 (date), New York, Jones, sgd. Frank. Colaft.
Notoad	No {telephone / telegraph} office; advise disposition.	
Unclaimed	Returned by (hotel); addressee failed call for.	Your 5 (date), Buffalo, Kirk, (hotel), sgd. Hoff. Unclaimed.
N. S. N	No such number	

[1] Not to be used in radio work.

CHAPTER V.

DELIVERY DEPARTMENT.

Rule 45.

MESSAGES TO BE COPIED, ETC.

(*a*) Each message for delivery will be numbered, copied, and inclosed in the proper envelope, which will be sealed and plainly addressed in ink.

COLLECTION OF TOLLS.

(*b*) When tolls are to be collected, the amount, in figures, will be written in ink upon the envelope, and also upon the messenger's delivery sheet. Credit is not authorized.

"OTHER LINE" COLLECT MESSAGES.

(*c*) Should any collect message from an "other line" office reach destination without the amount of tolls in the check, the office of destination will still be held for both "this" and "other" line tolls, the omission of tolls in check not being a sufficient reason for failure to collect the correct rate.

DELIVERY REGISTER.

(*d*) Messages received for delivery will be entered on Form 136 in the order of their receipt.

Rule 46.

INSTRUCTIONS OF THE SENDING OFFICE AS TO DELIVERY TO BE OBSERVED.

(*a*) Instructions from the sending office in regard to the delivery of a message should be carefully observed. If the address on the message received be at variance with that registered in the book of addresses, the address of more recent date will be tried first.

REPORT OF DELIVERY.

(*b*) A request to "report delivery" (see Rule 14) will be answered by a collect message, stating the time of delivery, or, if not delivered, the reason why. A request to make the check D. H. of a collect service message will not be complied with. An office receiving a collect reply to a request to "report delivery," "get answer," etc., may, however, for sufficient reason, refer the case to the officer in charge of the system for adjustment. Requests for reports of delivery and replies thereto are charged the full number of words contained in such messages, and the charge will be made for both inquiry and reply.

Rule 47.

MESSAGES ADDRESSED TO MORE THAN ONE PERSON.

When a message addressed, for example, to "A" or "B" is received, it will be delivered to either one or the other of the addressees. (See Rules 10 and 26.) It should not be delivered to both addressees.

Rule 48.

MESSAGES REQUIRING ANSWERS.

(*a*) When a message requires an answer, the letter "X" will be plainly written on the envelope, and the messenger will be instructed to make diligent effort to obtain such answer. Should he fail to obtain it, he will report the reason to the delivery clerk. Messengers will, in all cases, be supplied with the proper blanks on which answers can be written.

(*b*) The letter "X" will be placed in the check of each message to which an answer is desired, this letter "X" to immediately follow the usual check, thus: 10 X, or, 10 collect X.

(*c*) Receiving clerks will place the letter "X" in the check and operators will transmit and copy it.

(*d*) Delivery clerks will observe the checks of all messages for delivery and place a letter "X" upon the envelope of each message bearing this signal. They will also place the letter "X" upon the delivery sheet opposite the number of the message and see that all proper efforts are made to get a reply.

(*e*) Delivery clerks should instruct all messengers and make sure that they understand that the letter "X" upon the envelope means that the sender of the message desires a reply. Messengers must always ask the person to whom any message is delivered if he wishes to send an answer, but they should be specially careful to report to the delivery clerk the reason for any failure to obtain a reply to a message marked "X." Messengers will familiarize themselves with the rates, routes, and rules in force.

DESTRUCTION, DELAY, OR DISCLOSURE OF CONTENTS OF MESSAGE, ETC.

(*f*) The willful disclosure or change of the contents of any message, or the destruction or delay of a message, is a violation of law, punishable by fine and imprisonment. Operators and all other employees are cautioned accordingly.

(*g*) No message, Government or private, will be made public, except by proper authority, and under no circumstances will the contents of any message be divulged by anyone except to the proper authorities through official channels.

(*h*) A private message, after it has been delivered, becomes the property of the addressee. After a message has been delivered to a telegraph or telephone company, the responsibility rests with the company concerned, but in no case will even the fact of the receipt of a message be divulged, except to the proper authorities.

(*i*) Government telegraph operators will be held responsible that all telegrams are carefully guarded. No received telegram will ever leave an office except in a sealed envelope, properly addressed. All files will be carefully guarded and access thereto will be denied to all parties except those authorized by law to see the same. (See Rule 120.)

Rule 49.

FREE-DELIVERY LIMITS.

Messages will be delivered free within a radius of one-half mile from the office in any city or town of less than 5,000 inhabitants, and within a radius of 1 mile from the office in any city or town of 5,000 or more inhabitants. Beyond these limits only the actual cost of the delivery service will be collected; the delivery clerk will, however, see that such cost is as reasonable as possible.

Rule 50.

SPECIAL DELIVERY.

If the services of a special messenger be required, and the special-delivery charges have not been provided for, the sending office will be promptly notified by telegraph of the cost of delivery, and that office will endeavor to collect the charges from the sender, who, if he pays or guarantees the delivery charges, will also pay for the message ordering special delivery or guarantee the collection of the tolls thereon. If the sending office be unable to collect, or if a reply from the sending office to the notice be not promptly received, a copy of the message will be mailed to the addressee, and if another copy be afterwards delivered, the word "Duplicate" will be plainly written across its face. In case of a collect message, a postal-card notice (Form 137–A) will be mailed, the date of mailing to be indorsed on back of envelope containing the message.

Rule 51.

IN CASE OF FAILURE TO COLLECT DELIVERY CHARGES.

When special-delivery charges which have been guaranteed (see Rules 8 and 50) can not be collected by the office making the delivery, the sending office will be immediately notified by a service message of the failure to collect and of the amount of the charges.

Rule 52.

NOTICES TO ADDRESSEES OF UNDELIVERED MESSAGES.

(*a*) When a message can not be delivered because the addressee's place of business or residence is closed, or because no authorized person can be found to receive the message, the messenger will leave a notice (Form 137–B) at the place of address. The undelivered message will then be returned to the office, with the reason for non-delivery indorsed upon the envelope, and will be delivered as early thereafter as possible. Should subsequent efforts to accomplish delivery result in failure, a notice will be left each time as an evidence of the fact that proper effort was made to make delivery.

The stubs of Form 137–B will be preserved. If the addressee be reported to have left town, a notice on Form 137–B will, nevertheless, be left at the place addressed. A postal-card notice will also be mailed. This to insure delivery in case the addressee returns unexpectedly or at a subsequent date.

(*b*) If the addressee call for the message while in the hands of the messenger, he may be permitted to see the retained copy and, if he desires, make a copy thereof, but a receiving blank will under no circumstances be furnished, nor will a second copy be made on a receiving blank by anyone connected with the service. Receipts will be taken for messages delivered in this manner. (Rules 121 and 123.)

(*c*) Service messages reporting nondelivery of messages addressed to business houses that are closed for the day are unnecessary. Persons likely to receive messages after business hours should be requested to designate some place where prospective urgent messages may be delivered.

Rule 53.

MESSAGES NOT TO BE DELIVERED TO PERSONS UNAUTHORIZED TO RECEIPT FOR SAME.

A message must not be left with a janitor or porter of a building for delivery by him, nor be slipped under a door, nor left in a letter box, unless the addressee has filed a written request for such delivery.

Rule 54.

MESSENGERS TO OBTAIN RECEIPTS.

(*a*) A messenger will obtain a receipt on the delivery sheet for each message delivered, which receipt will include the name of the person to whom delivery is made and the time of delivery. Initials only will not be accepted. A messenger will in no case receipt for an addressee except when the addressee has authorized in writing such action or when the messages are to be mailed. In the latter case the time of mailing will be indicated and the messenger's full name indorsed on the delivery sheet. These messages will be put

in the post office and not dropped in street or office letter boxes. Request for return after a given time should be indorsed on the envelope of all messages mailed.

MESSAGES DELIVERED TO CONNECTING LINE.

(*b*) Messages delivered by messenger to a connecting line will be treated the same as if delivered to an addressee.

DELIVERIES BY TELEPHONE.

(*c*) Messages delivered by telephone will be entered on a delivery sheet, and the time, name of person receiving the message over the telephone, and name of clerk transmitting the message, with the word "telephoned," will be indorsed in the proper place on the delivery sheet. The message will be held for future delivery by messenger or by mail. If the addressee should call for the message in person he will be required to sign his name immediately under that of the person who received the message over the telephone. If such delivery be at a later date, the date of delivery will be indicated. (See Rule 1.)

(*d*) The utmost care should be taken in telephoning messages. Before sending the message, ascertain the name of the person at the receiver, and never send the message to any person other than the addressee except when requested to do so by the addressee. Upon completion of the transmission the message should be repeated back to make sure that no errors have occurred.

MESSENGERS' BOOKS TO BE EXAMINED.

(*e*) The delivery clerk will examine the delivery sheets or books of messengers on their return from each service, and at the close of the day, to see that correct delivery has been made and that all proper notifications have been given.

RULE 55.

NONDELIVERY OF MESSAGES.

(*a*) When a message can not be delivered because of wrong or inadequate address, or because the addressee in not known, or for any other reason, a record of the facts will be made upon the envelope

of the undelivered message, and the sending office will be promptly notified by telegraph of the nondelivery; the service message giving such notice will contain the date, address of the message as received, and the reason for the failure to deliver. On receipt of such notice the sending office will compare addresses and will correct by telegraph any error that may be found. If no error appears, notice will be given to the sender of the message, who, if he desires to change the address, must either send a new message or pay for the service message necessary to change the address of the original. (See Rules 3 and 52.) Pending the correspondence as to "better address," the receiving office will mail a postal-card notification (Form 137–A), indorse on back of envelope the date of mailing such notice, also the date of the notification to the sending office. Should the postal card be returned by the Post Office Department it will be securely attached to the message and filed for record.

(*b*) If delivery be accomplished at a subsequent date, the sending office will be notified by brief service message, and if the message be a "collect" the service message will state whether tolls were collected from the addressee. Double collections must not occur.

MESSAGES NOT TO BE DESTROYED.

(*c*) A message which from any cause has failed of delivery will be filed with other business; it will not be destroyed because of that or other reason, nor will a request to that effect be complied with.

REPLIES TO SERVICE MESSAGES.

(*d*) A reply to a service message must in all cases be addressed to the person from whom the message is received. The failure to observe this manner of correspondence may cause delay and annoyance.

Example.—If any office receive a service message from New York signed "Service," the reply to such service must be addressed "Service," New York. (See Rule 4.)

Rule 56.

DELIVERY OF COLLECT MESSAGES WITHOUT PAYMENT.

(*a*) If the addressee of a collect message refuse to pay for the same, the message will nevertheless be tendered him, and, unless the message be an answer to a D. H. message, notice of the failure to collect will be at once given to the sending office by service message, in order that tolls may be obtained from the sender of the message.

DELIVERY OF NIGHT MESSAGES.

(*b*) A night message will not, unless called for, be delivered until morning, but if called for, it may be delivered on payment of full day rates in the case of a collect message and the difference between the night and day rates in the case of a paid message.

In cases of such deliveries explain presence of excess in letter with accounts.

No additional tolls will be collected for other lines in such cases.

DELIVERY OF MESSAGES AT INTERMEDIATE OFFICES.

(*c*) If, for any reason, the addressee of a message to an office on the military line call at a relaying office and request to see a copy of the message, he may, if known to the operator in charge, or furnishes satisfactory evidence that he is the person for whom the message is intended, be permitted to see it and if he desire may make a copy thereof, but Rules 52, 121, and 123 will be adhered to. A receipt on the messenger's delivery sheet will be required. If the message be prepaid, the office at destination will be informed by a brief service message that the addressee has seen the message at the relaying office. If it be a collect message, full tolls from originating office to original destination, as given in the message, will be collected by the operator in charge at the relaying office, and the office at destination so informed by service message. The tolls collected will be remitted to the officer in charge of the system by the relaying office, but must not appear on invoice or statement of remittance. A letter of transmittal will accompany, explaining fully the circumstances. The office at destination will include the amount thus remitted in its invoices and statement of remittances the same as if actually col-

lected at destination, and both originating and delivering offices will likewise enter the message on check reports and check ledgers. In each of these cases it will not be necessary to inform originating office of the method of delivery.

(*d*) If the message be for an office on the other lines and has reached the transfer office, it will not be shown to the addressee. He will be referred to the other lines, as the Government has no control over the message after it passes to the other lines.

(*e*) If the message be from an office on the military to an office on another line, the same procedure will be followed and the service messages necessary will be sent to the other line's office. No claim for reduction of tolls in such cases can be recognized—full tolls from originating office to original destination will be charged.

Rule 57.

CORRECTION OF ERRORS.

(*a*) The receipt of a collect service message will be sufficient evidence that the sender of the message to which it refers refused to pay for the service message, and tolls on the service message will consequently be collected from the addressee.

(*b*) If an error be disclosed, the office making the inquiry will start a letter tracer, in the manner described by the officer in charge, to place the responsibility therefor.

(*c*) Whenever services are sent or received a record will be made on the back of the message to which they refer by all offices concerned; the date and name of office serviced will be indicated.

(*d*) Whenever a service is amended and forwarded, the word "amended" will be inserted after "service" in the check. Replies to such amended services will not be charged for unless the sender makes a correction.

(*e*) If, after the delivery of a message, the addressee claim that an error has been made by the telegraph, and the error be not apparent to the operator in charge, the operator in charge may, by a service message to the sending office, ask for a duplicate of so much thereof as may be necessary, and if an error be thereby disclosed, a notice to that effect will be delivered, and no tolls will be collected for the service message. If no error be disclosed, a notice to that effect will

be delivered and tolls for a 10-word message will be collected from the addressee.

(*f*) Upon receipt of a service message requesting repetition of a message or any part thereof, the sender should be consulted if possible, with a view to confirmation or correction and should he desire to make a *correction*, a charge for a 10-word message will be made for the service message necessary to make the correction. The service should state whether the tolls were paid by the sender or whether they are to be collected at destination. If no error be disclosed and the sender confirms the message as originally filed, or if sender can not be consulted, a service message in accordance with the first paragraph of this rule will be sent to the office making inquiry.

MESSAGES DELIVERED "SUBJECT TO CORRECTION."

(*g*) If for any reason a manifest error in a message can not be immediately corrected, it will be delivered with the words "delivered subject to correction" plainly indorsed after the check, indicating the cause for such delivery, such as wrong check, or omission of some portion of the message due to the fault of the line. When a corrected copy shall have been obtained, it will be marked "corrected copy" and delivered to the addressee.

NONDELIVERY NOT TO BE TRACED BY SERVICE MESSAGES.

(*h*) Complaints of nondelivery will not be traced by service messages. If report of delivery be desired, a service message may be sent only if the sender guarantee payment for a 10-word service in reply. Charge will be made for two messages and for the actual number of words contained therein, but if failure to deliver be the fault of the line, no charge will be made for the service messages.

RULE 58.

COMPLAINTS OF NONRECEIPT OF MESSAGES.

If a person claim the nonreceipt of a message supposed to have been sent to him and no record of its receipt be found in the delivering office, he may, if he desire, send a paid or guaranteed service message to ascertain if the message was filed and, if the fault be chargeable to the line, no charge will be made for the service messages.

CHAPTER VI.

ACCOUNTS, REPORTS, AND REMITTANCES.

[See memoranda following Rule 70 for list of papers to be prepared monthly.]

Rule 59.

DISPOSITION OF "THIS LINE" AND "OTHER LINE" TOLLS.

(*a*) Section 3617 of the Revised Statutes requires that all moneys received for transmission of private dispatches over any and all telegraph lines owned or operated by the United States shall be paid into the Treasury of the United States.

(This refers to "this line" receipts only.)

"OTHER LINE" ACCOUNTS.

(*b*) The following rules, in so far as they require the rendition of "other line" accounts, apply only to offices of the Washington-Alaska Military Cable and Telegraph System, the Fort Apache-Holbrook line, and Fort Clark-Spofford line. Operators at other military posts in the United States collecting "other line" tolls are considered as acting as agents for the telegraph company and will make settlement direct with the company.

Rule 60.

DESIGNATION OF "THIS" AND "OTHER" LINE RECEIPTS.

(*a*) All moneys received for the transmission of commercial messages are divided into two classes: "This line" and "other lines."

(*b*) The "this line" receipts are tolls collected on commercial telegraphic messages of every character transmitted over the lines owned and operated by the War Department. Such moneys are Government funds.

(*c*) "Other line" receipts are tolls collected and due to connecting commercial telegraph companies or Government lines not under the

control of the War Department, and for the payment of postage, special delivery, etc. They also include the tolls due to connecting companies on official messages transferred for further transmission. (See Rules 61 and 64.) Such moneys are not Government funds, and are not subject to section 3617 of the Revised Statutes of the United States in so far as the War Department is concerned.

RULE 61.

GENERAL INSTRUCTIONS FOR PREPARATION OF CHECK LEDGER AND DISPOSITION OF MESSAGES.

(*a*) A check ledger will be kept at each telegraph office. The first division of the ledger (the eight columns between date columns), immediately following the last division used during the preceding month, will be reserved for the home office, the name of which will be written in red ink at the top. The name of each office on the line with which business is done will be written in black ink, and will follow that of the home office, each being assigned a division of the check ledger.

(*b*) At the close of business each day the messages will be sorted and arranged alphabetically in respect to stations. All messages, commercial and deadhead (the latter includes official messages), sent to or received from each station will be kept together and in the order named.

(*c*) Official messages, not paid for in cash, which pass in part over connecting lines, will be filed in duplicate. One copy, with the operator's sending marks indorsed thereon, will be retained at the originating office; the original, with the operator's sending marks thereon, will be included in and sent with the "other line" Statement of Account (Form 104) at the end of the month to the officer in charge of the system, *except when destined to another line office in Alaska*, who will make proper disposition thereof by transferring them to the next connecting company over whose lines the message passed. The connecting line will collect its forwarding charges from the department or bureau concerned. (See Rules 2 and 64.)

NOTE.—Reports required by this manual to be rendered in regard to military telegraph lines are not required in the case of loops connecting military posts with commercial telegraph stations.

(*d*) *Original sent Government* messages not paid for in cash, originating on this line in Alaska for delivery at another line office in Alaska, will be sent to the operator in charge at the transfer point at the close of the month by letter of transmittal, specifying the inclosures, for delivery to the next connecting line. Upon receipt of these messages the operator in charge at the transfer point will turn them over to the connecting line over which they passed, which line will reimburse the operator in charge for the money previously paid to it, which money the operator in charge will remit at once to the auditor of the system and forward by indorsement the letter of transmittal received from the originating office referred to in paragraph (*d*), Rule 2. The connecting line concerned will collect its tolls from the department concerned.

Originals of official messages will be included in and accompany accounts current only when in lieu of cash remittance to balance other line accounts. (See Rules 2 and 64.)

(*e*) After the amounts representing the tolls received by and checked against the home office have been determined for each office, the totals will be entered in the check ledger in their respective divisions and under the proper headings. The term "this office" always refers to the office keeping the check ledger.

Rule 62.

CHECK LEDGER AT OFFICES OTHER THAN TRANSFER OFFICE.

(*a*) At offices other than transfer offices the check ledger will be made up daily as follows: The headings "This office checks other offices" and "Other offices check this office" of the first, or home office division, will be erased and replaced with one heading, reading "This office receives." Over the first four columns and under the headings, "This line" and "Other line" will be written "Local cash." Over the third two columns the words, "This line" will be erased, and the word "Sundries" inserted, and over the fourth (last) two columns the words "Other lines" will be erased and the word "Total" inserted.

(*b*) *Example.*

THIS OFFICE RECEIVES—

Local cash.				Sundries.		Total.	
This line.		Other lines.		TL.	OL.	TL.	OL.

(*c*) In the first two columns of the division will be entered the amount of "this line" tolls received on messages sent "paid" or received "collect." In the second two columns will be entered the amount of "other lines" tolls received on messages sent "paid" or received "collect." In the third two columns money received for check errors and guaranteed messages will be entered under the heading "Sundries." In the last two columns will be entered the total of the first six columns, which will thus show the total amount of the day's receipts.

(*d*) Messages for points on "other lines" will be checked against the office of "this line" at which they are transferred. Transfer offices will not be checked with the "other lines" tolls on messages received "paid" from or sent "collect" to offices on "other lines." In these instances the "this line" tolls only will be checked against the transfer office. (See Rules 66 and 67.)

Rule 63.

CHECK LEDGER AT TRANSFER OFFICES.

(*a*) At transfer offices the ledger will be made up daily as follows: At the top of the first or home office division will be written "Local cash." The headings "This office checks other offices" and "Other offices check this office" will be erased and replaced with one heading, reading "This office receives." Over the last four columns will be written "Sundries."

(*b*) Over the second division will be written "Western Union," or the name of the company that transfers telegrams to the Signal

Corps lines and owes tolls thereon to the United States. Under the heading over the first four columns of this division, "This office checks other offices," enter the words "Due Signal Corps." Under the heading of the last four columns of this division, "Other offices check this office," enter the words "Due Western Union," or name of the other line. Similar division will be allotted for each "other line" with which business is transacted.

(*c*) Over the next division will be written "Total."

(*d*) The last four columns of this division will show the sum of the "local cash," "Western Union," and other lines, which will be the total receipts of "this" and "other" lines, and are the figures that make up the account current.

(*e*) The first two columns of this division show the total amount of "this" line tolls that is checked against all the offices on "this" line, and the second two columns show the amount of "other line" tolls checked against offices on this line which includes tolls due other lines, postage, and special delivery.

(*f*) Money received for guaranteed messages and check errors will be entered under the heading "Sundries."

(*g*) The total accountability of an office consists of sundries and the amounts shown in the last two columns headed "Total" on the check ledger.

(*h*) The total amount of uncollected messages will be deducted from the total of the month's business and not from each day's business. A weekly trial balance sheet for local use only should be made up by each transfer office as follows:

(*i*) *Example.*

WEEKLY TRIAL BALANCE SHEET, SEATTLE OFFICE.

JANUARY 7, 1914.

Receipts.	This line.	Other line.	Total.
Local cash	$77.00	$15.00	$92.00
Due from Western Union	85.00	28.50	113.50
Due from Postal	87.50	19.00	106.50
Due from			
Due from			
Due from			
Total	249.50	62.50	312.00
Other offices check this office (per total in check ledger)	249.50	62.50	

Due other lines:	
Postal	$27.50
Western Union	32.00
Total due other lines	59.50
Total checked against S. C. offices:	
This line	295.00
Other lines	59.50

NOTE.—The total amount paid out for postage, special delivery, and to other lines must balance the total checked against the Signal Corps offices for "other lines."

SUNDAY'S MESSAGES.

Include and enter Sunday's messages as a part of the previous Saturday's business, except when the first day of the month falls on Sunday, in which case include and enter them as a part of the business of the following Monday.

SCHEDULE OF MESSAGES.

(*j*) A schedule of messages (Form 107) will be rendered in triplicate by the operator in charge of each station and disposed of as indicated in instructions following Rule 70. On this schedule all messages which carried tolls to and from the station during the

month, including official messages carrying other line charges not paid for in cash, will be entered. The value of "uncollects" will be deducted in one item from the total, thus: "less uncollects." The balance should then agree with the net total shown on the check and message report (Form 105), also the statements of remittances (Forms 132a and 132b). The "uncollects" will, of course, also be deducted from the check and message report in like manner.

(*k*) When the net total shown on form 107 does not, for any cause, agree with the net total shown on the check and message report and with the amount reported on the statements of remittances a footnote explanatory thereof should be made thereon.

Rule 64.

STATION ACCOUNT CURRENT.

(*a*) Separate and distinct accounts current for both "this" and "other lines" receipts (Forms 103 and 104) will be made out monthly in triplicate by each office, except where there are no tolls, in which case only two copies will be forwarded to the officer in charge of the system, on the face of which will be written "No receipts." In all other cases all copies of each account current will be forwarded to the officer in charge of the system not later than the 10th day of the month following that to which the receipts pertain. The receipt on one copy will be signed by the auditor and returned to the station; one to the Chief Signal Officer of the Army and one filed. In case of interruptions occurring at the end of the month the accounts and reports will be held open not to exceed eight days, with a view to embracing in each current month all business pertaining thereto. If messages pertaining to the preceding month should be received after the close of accounts for that month, supplementary accounts and reports will be forwarded. If unusual delay should result in receiving the receipted copy from the auditor for tolls remitted, a request therefor should be made to the officer in charge of the system.

STATEMENT OF REMITTANCES.

(*b*) A separate and distinct statement of remittances for both "this" and "other line" receipts will be prepared monthly in duplicate on Forms 132A and 132B. The amounts reported on these

statements should agree with the amounts reported on forms 103 and 104, also the net total indicated on forms 105 and 107. One copy will be forwarded direct, together with the schedule of messages (Form 107), to the Chief Signal Officer of the Army, Washington, D. C., not later than the 10th day of the month following that to which the statements pertain. The duplicate will be retained at the station. Should an operator in charge discover that an error has been made in reporting the amount of remittances, he will at once forward a corrected statement of remittance direct to the Chief Signal Officer of the Army.

(*c*) Government (official) messages, not paid for in cash, carrying tolls over other lines will be included in the station and auditor's statement of accounts, schedule of messages, check and message report and statement of remittances. They will be treated as cash when transmitted to the auditor to balance other line accounts.

(*d*) If no business is handled, all of the foregoing reports will nevertheless be rendered. Monthly check and message report will similarly be rendered.

CREDITS PERMISSIBLE ON "THIS LINE" ACCOUNT CURRENT.

(*e*) The only credits permissible on the "this line" account current consist of remittances to the auditor.

DEBITS AND CREDITS ON "OTHER LINE" ACCOUNT CURRENT.

(*f*) On the "other lines" account current all "other line" tolls and sundry receipts will be debited, and credits will be taken for postage, special deliveries, payment of "other lines" bills and "other lines" tolls on uncollected messages. (See Rule 83.)

DATE OF FORWARDING LINE RECEIPTS TO BE REPORTED.

(*g*) The date of forwarding accounts will be reported by telegraph to the officer in charge of each section by each operator in charge. The officers in charge will, after receiving reports from all stations, report by telegraph to the officer in charge of the system the date on which the last account is forwarded. These accounts should never be delayed beyond the 10th day of the month, except where the

infrequency of the mails compels a longer delay. Irregularities and delinquencies will be promptly investigated by the officer in charge and disciplinary action taken to secure a compliance with these regulations.

CASH BOOK OF THE AUDITOR.

(*h*) The auditor of the system will keep a cash book showing the amounts received each month from each station, the amount deposited, the amount remaining on hand, and such other records as may be deemed necessary. "This" and "other lines" receipts will be kept separately.

LEDGER OF THE AUDITOR.

(*i*) A ledger will be kept by the auditor of the system for both "this line" and "other lines" cash received, the accounts being kept separately.

ABSTRACT OF "THIS LINE" RECEIPTS.

(*j*) The abstract of "this line" receipts (Form 129) of the auditor will be prepared in duplicate not later than the 10th day of the month; one copy, with station accounts current, will be forwarded to the Chief Signal Officer of the Army, through the officer in charge of the system, and one copy, with station accounts current, retained.

ACCOUNT CURRENT OF "OTHER LINES."

(*k*) The auditor of the system will similarly render an account current (Form 102) of "other lines" receipts accompanied by the station accounts current. In the preparation of the abstract of "this line" receipts and the account current of "other lines" receipts, the auditor of the system will take cognizance only of such moneys as have been properly invoiced and receipted for by him during the period covered by the abstract and account current.

TRANSFER OF LINE RECEIPTS BY AUDITOR WHEN RELIEVED OF DUTIES.

(*l*) Upon relinquishing the duties the official making the transfer and the relieving official will take cognizance only of such "other lines" moneys or their equivalent as may be in the possession of the

outgoing official at the date of transfer. All "other lines" funds will be transferred by invoice and receipt, and the outgoing official will at once prepare and forward to the Chief Signal Officer of the Army his final abstract of "this line" funds and account current of "other lines" funds, accompanied by all necessary vouchers. No transfer of "this line" funds will be made, but they will be deposited to the credit of the Treasurer of the United States. (See Rule 59.)

Rule 65.

SUNDRY RECEIPTS SPECIAL DELIVERIES, POSTAGE, FRANKED ENVELOPES, ETC.

(*a*) Moneys received on account of messages to be mailed or for special delivery will be taken up by the sending office on the statement of "other line" account as a part of telegraph receipts. The delivering office, in cases of postage, will take credit for the total amount under the head of "Postage" on the statement of other lines account. In cases of special delivery, the delivering office will take credit on the same account current, under proper heading, for the total amount of payments made on account of special deliveries. The receipt, in duplicate, of the person performing the service, taken in favor of the auditor, will be forwarded as a voucher for the expenditure. The money received or expended for special delivery will be debited or credited, as the case may be, on the statement of other lines account. No expenditures will be made for postage or special delivery unless it be authorized by the sending office, except when previous arrangements have been made therefor. The use of franked envelopes for mailing commercial and deadhead messages is forbidden.

REIMBURSEMENT FOR COST MAILING MESSAGES WHERE NO LINE RECEIPTS.

(*b*) An office receiving a message to be mailed or requiring special delivery and having no "other line" tolls with which to cover the expense, will pay such cost from "this line" funds. Form 109 will be filled out in duplicate for the amount and remitted as cash with the accounts. If there be neither "this line" nor "other line" funds

the operator will fill out in duplicate Form 109, which will be sent in with the accounts to the officer in charge, but will not be invoiced nor otherwise taken into account. The officer in charge will, upon receipt of Form 109, reimburse the operator in charge for the amount expended. Form 109 will, in all cases, be prepared to show that the amount was received from the auditor of the Washington-Alaska Military Cable and Telegraph System and not from the operator in charge.

PROMPT RENDITION OF ACCOUNTS AND PROTECTION OF LINE RECEIPTS.

(*c*) It will be part of the duties of the officer in charge of the system to see that accounts current are properly and promptly rendered by each station and that the tolls are properly cared for.

(*d*) Line receipts from all stations will be accounted for in accordance with law and instructions given by the Chief Signal Officer of the Army through the officer in charge of the system. Ample protective measures will be taken by all concerned that line receipts are placed in the hands of the auditor, or such other officer as may be designated, with the utmost dispatch and security. (See Rule 70).

RULE 66.

CHECKS OF UNCOLLECTED "COLLECT" MESSAGES NOT TO BE CHANGED.

(*a*) An office having sent a collect message and having received a notice of failure to collect will under no circumstances request that the check be changed.

SENDING OFFICE ACCOUNTING FOR GUARANTEED MESSAGES.

(*b*) "Local guaranteeds." An office receiving a notification of failure to collect on a guaranteed message originating on "this line" destined to a point on "this line" will enter the message on the schedule of messages as if collected, and will check the office at destination accordingly. The amount will be taken up on the "this line" account current opposite the entry "Rec'd for guaranteed messages." A description of the message and the amount of tolls will also be entered on Form 106 under heading "this line." A copy of each service message pertaining thereto will accompany Form 106

The amount will also be entered on the check ledger under heading "Sundries," as explained in Rule 62.

(*c*) An office receiving a notification of failure to collect on a guaranteed message originating on "this line" destined to a point on an "other line" will account for same by entering the message on schedule of messages as if it had been collected and take up the tolls on the check ledger under heading "Sundries," as explained in Rule 62. The combined amount of "this" and "other" lines tolls will be taken up on the "other line" account current opposite the entry "To received for guaranteed messages." A copy of each service message pertaining thereto will accompany Form 106.

RECEIVING OFFICE ACCOUNTING FOR LOCAL UNCOLLECT MESSAGES.

(*d*) In case of failure to collect on a message received from a "this line" office, the office receiving the message will enter it as if collection had been made, and in order to obtain credit therefor will enter on abstract of messages, Form 107, opposite the amount the word "uncollect." From the total of the months "this line" business transacted with the sending office as shown on schedule of messages, Form 107, the total amount of uncollects will be deducted. The balance will represent amount of "this line" business done with the sending office during the month. The amount will also be deducted on the check ledger from the total of the month's business. In the "this line" column on Form 106 enter each uncollect message and amounts separately. A copy of each service message pertaining thereto will accompany the form.

(*e*) In case of failure to collect on a message originating on an "other line" destined to a point on "this line," the receiving office will, in order to obtain credit therefor, notify the sending office by service message. The message will be entered on schedule of messages as in the case of "local uncollects," and deduction will similarly be made from the "this line" tolls. No deduction will be made on schedule of messages for "other line" tolls, but credit for the "other line" amount will be taken on credit side of "other line" account current opposite the entry "By uncollected."

(*f*) On Form 106 enter each message separately and the amounts in columns "this line" and "other lines." A copy of each service message pertaining thereto will accompany Form 106.

(*g*) The "this line" guaranteed tolls are taken up on the "other line" account current to avoid taking up the same amount of "this line" tolls guaranteed and uncollectible on the same message twice upon the "this line" account current and covering it into the United States Treasury at the expense of "other lines."

(*h*) Messages which pass in part over Signal Corps lines, thence to an "other line," thence back to the Signal Corps line, thence back to an "other line" to reach destination will be accounted for as per following example:

Example.

(*i*) Message checked 10, paid from Seattle with destination Iditarod, Alaska, via Skagway, Boundary, and Nulato:

Seattle credits Skagway $1.90 "this line" (Seattle-Skagway), and $8.65 "other line" (Skagway-Iditarod).

Skagway checks Seattle $1.90 "this line" (Seattle-Skagway), and $8.65 "other line" (Skagway-Iditarod) and pays White Pass Railway the $8.65.

Fort Egbert credits Nulato $1.90 "this line" ($1.90 Boundary-Nulato), and $2.50 "other line" (Nulato-Iditarod), and charges Dominion Government line the $4.40 (Boundary-Iditarod).

Nulato checks Egbert $1.90 "this line" (Boundary-Nulato), and $2.50 "other line" (Nulato-Iditarod), and pays the Alaska Wireless Telegraph Co. the $2.50 (Nulato-Iditarod).

SETTLEMENT OF OTHER LINE BILLS AT MILITARY POSTS IN THE UNITED STATES.

(*j*) The following from the tariff books of the commercial companies is published for the information and guidance of all concerned:

We are advised by the Chief Signal Officer of the Army that in some cases Signal Corps men at military posts in the United States have been delinquent in rendering their returns to the telegraph companies and that some managers have permitted Signal Corps men to delay for months the settlement of their telegraph accounts. The Chief Signal Officer of the Army requests that all managers require accounts of the Signal Corps for the preceding month to be settled not later than the fifth day of each month, and if such accounts have not been settled with the telegraph company on or

before that date the officer in charge of the system in which the Signal Corps men serve, be notified on the sixth day of each month by telegraph of such failure on the part of the Signal Corps men to settle their telegraph accounts.

Managers dealing with Signal Corps men should act in accordance with these instructions.

Rule 67.

"Transfer guaranteed" and "transfer uncollectible" messages.

This rule applies to transfer offices only.

(*a*) A "transfer" office is one that is in direct communication with an "other line" office from which messages are transferred to and from the Signal Corps lines.

(*b*) The "local" guaranteed and uncollectible messages will be accounted for by all offices as directed in Rule 66.

(*c*) A "transfer guaranteed message" is a "collect" message which passes through a Signal Corps "transfer" office destined to a point on an "other line," and on which the tolls can not be collected at destination. Such messages may originate at a Signal Corps office or at an "other line" office. Example:

(1) A message checked "collect," Nulato, Alaska, destined New York, becomes a "transfer guaranteed" message if tolls can not be collected at destination. The "transfer" office in this case would be Seattle or Fort Egbert, depending on the routing. The transfer office would pay the "other line" the combined tolls (Nulato to New York) on Form 117, as "Amount due on account of uncollected messages."

(2) A message checked "collect," Iditarod, Alaska, via Nulato, destined to New York, becomes a "transfer guaranteed" message if tolls can not be collected at destination. In this instance there are two "transfer" offices concerned, Nulato and Seattle or Nulato and Fort Egbert, depending on the routing. The first transfer office (Nulato) takes up the combined tolls (Iditarod to New York) on the "other line" account current under sundry receipts as "to received for guaranteed messages." The second transfer office (Seattle

or Fort Egbert) pays the "other line" the combined tolls (Iditarod to New York) on Form 117, as "Amount due on account of uncollected messages."

(*d*) The procedure in example (2) will be reversed on a message checked "collect," New York, destined to Iditarod, which becomes a "transfer guaranteed" message if tolls can not be collected at destination. In this case Seattle or Fort Egbert becomes the first transfer office and Nulato becomes the second transfer office.

(*e*) A "transfer uncollectible message" is a collect message transferred to the Signal Corps lines by an "other line" office and destined to a point on the Signal Corps line beyond the Signal Corps "transfer" office and on which the tolls can not be collected at destination.

Example.

A message checked "collect," New York, destined Fairbanks, Alaska. In this case Seattle or Fort Egbert, depending on the routing, would be the "transfer" office. The "transfer" office will in this case charge the combined tolls (New York to Fairbanks) against the "other line" on Form 117, as "Amount due on account of uncollected messages," but *will not* take up the combined tolls on "other line" account current, but will take up the proportionate amount of each on the "this" and "other line" accounts current, respectively, under sundry receipts as "to refunded from other lines."

All the above messages will be shown on Form 106 ("Statement of guaranteed and uncollected messages"), one copy only being required, to which a copy of every service message pertaining to messages shown thereon should be attached.

The bill of the "other lines" against "this line," and the bill "this line" against "other lines" will be made on Form 117 and itemized as follows:

Amount due on account of regular transfers.

Amount due on uncollectible messages.

NOTE.—It must always be borne in mind that all transfer guaranteed and uncollectible messages are entered with the day's business in which they are handled, *precisely as if collection had been made at destination*, and when notice of failure to collect is received no alterations whatever will be made on the check report or the daily statement of messages transferred to and from the connecting line nor on the accounts current.

Amount due for special delivery.

Amount due for postage.

Payments of amounts due "other lines" will be made by the operator in charge at transfer offices, to the authorized representatives of the "other lines" at such points as may be determined by the "other lines" or as authorized by the officer in charge. At the time of settlement the operator in charge will deliver to the "other lines," for their files, one copy each of Form 117, bill "this line" against "other lines" and bill "other lines" against "this line," to each of which will be attached the daily "Statement of messages transferred" during the month (Form 108).

(*f*) Two copies of the receipted bill "other lines" against "this line," with statement of messages transferred attached, will be remitted as cash with the statement of other-line account. The receipt on Form 117 will be taken in favor of the auditor, Washington-Alaska Military Cable and Telegraph System, but not by name. One copy of bill "this line" against "other lines," with statement of messages transferred attached, will also be inclosed with the statement of other-line account.

(*g*) When payment is not made by the operator in charge, two copies of bill "this line" against "other lines" and bill "other lines" against "this line" will be rendered, to each of which two copies of statement of messages transferred will be attached. The bill "this line" against "other lines" will be remitted as cash with the statement of other-line account.

(*h*) See example, Rule 66, concerning checking messages passing in part over Signal Corps lines, thence to "other lines," thence over Signal Corps lines, thence back to "other lines" to reach destination.

Rule 68.

CHECK AND MESSAGE REPORTS.

(*a*) A check and message report (Form No. 105) will be rendered monthly in duplicate by each office; one copy will be forwarded to the officer in charge of the system with the accounts and one copy retained.

(*b*) This report will be prepared as follows: Enter in the first column, in alphabetical order, the names of all offices with which

commercial business has been done during the month; then enter opposite the name of each office, under the heading "This office checks other offices," the total amount shown by the check ledger to have been checked against such office for "this line" and "other lines," respectively, and under the heading "Other offices check this office" enter the totals "this line" and "other lines," respectively, shown on the check ledger under the heading "This office receives." The value of "uncollects" will be deducted from the total in one item, thus: "Less value of uncollects."

(*c*) The number of messages handled during the month will be entered an the back of this form.

(*d*) When the net total shown on Form 105 does not, for any cause, agree with the net total shown on the schedule of messages (Form 107) and with the amount reported on the statement of remittances (Forms 132A and 132B) a footnote explanatory thereof should be made thereon.

RULE 69.

CHECK ERRORS.

(*a*) The discrepancies found to exist in the check reports of various offices when examined in the office of the officer in charge of the system will be taken cognizance of and entered in the "Record of check errors." The "Record of check errors" is a book in which will be kept a complete history of all check errors. The errors will be entered immediately upon completion of the examination.

(*b*) Should any discrepancies be discovered in the examination of the check reports the office which appears to be in error will be communicated with by the officer in charge of the system.

(*c*) Upon receipt of such a communication the operator in charge will at once compare the daily record of business shown on the check report with the check ledger and messages and make immediate report by indorsement if inquiry be made by letter, and by telegraph if inquiry be made by telegraph, explaining discrepancies. In case of a deficit the amount will be remitted with the next monthly remittance, such remittance to be entered on the account current as "on account of check errors for the month of ————." It will also be invoiced, but not as a separate item, when the next

monthly accounts current are forwarded. Similarly it will be indicated on the "Statement of remittances."

(*d*) If the operator in charge was not in charge during the period in which the error was made, he will so report to the officer in charge of the system, giving the name of the responsible operator, or, if the latter be still on the system, refer the communication to him by indorsement, at the same time informing the officer in charge of the system of action taken. No correspondence of any other nature between operators or others concerned regarding check errors will be permitted unless authorized by competent authority. All correspondence of this character will be between the officer in charge of the system and the responsible operator.

Rule 70.

REMITTANCES.

(*a*) At offices where there are post offices, except where there are depositaries, in which case such offices act under special instructions, remittances of line tolls will be made when the amount on hand reaches $100, and also at the end of the month, by post-office money orders or Government checks. On the Washington-Alaska Military Cable and Telegraph System, Signal Corps telegraphic transfer certificates may be used when indorsed "Pay to the order of the auditor, Washington-Alaska Military Cable and Telegraph System," by the payee and the operator cashing the check or certificate. The money orders, certificates, and checks will be made payable to the "auditor" of the system (but not by name) and will be forwarded immediately to the officer in charge, Washington-Alaska Military Cable and Telegraph System, and will not be held until the end of the month. The exact amount must be remitted; postage stamps of 1 or 2 cent denominations will be accepted when necessary.

(*b*) The serial numbers and amounts of each post-office money order, Government check, or transfer certificate, and where deposits are made in a designated United States depository the numbers and amounts of the certificates of deposit will be entered on the back of This Line account current. Certificates of deposit will be taken in the name of the department signal officer, except in cases arising

on the Washington-Alaska Military Cable and Telegraph System, when they should be taken in the name of the "auditor" (but not by name).

(*c*) Where none of the foregoing means of forwarding funds are available, remittances will be made by registered mail, except at offices operating under special instructions.

(*d*) At offices where there are no post offices the operator in charge will, when the amount of tolls on hand reaches $50, and also at the end of the month, have at least one man, and when possible all the men at his station, witness and sign as such the letter of transmittal accompanying the remittance, which must be inclosed in a secure wrapper, usually a linen-lined envelope, and addressed to the Officer in Charge, Washington-Alaska Military Cable and Telegraph System, and in their presence inclose the funds, letter of transmittal (if necessary) and all necessary papers, seal the same, and inclose them in another envelope addressed to the operator in charge at the nearest post-office station. The package will be given to the first passing mail carrier in the presence of witnesses, taking a receipt therefor, for delivery at the place specified. The operator at the post-office station will at once be notified by telegraph of the remittance. The operator receiving the package from the mail carrier will receipt to the carrier therefor, have the same registered, inform the remitting operator by wire, and also send him the registry receipt.

(*e*) Line receipts will not be remitted by express in any manner except when specifically authorized.

(*f*) The name of the station should appear on the small envelope containing coin or currency inclosed with the reports.

(*g*) Personal funds expended by the operator in charge for money orders or registry fees in the transmission of telegraph line receipts in accordance with the foregoing instructions will be refunded by the officer in charge of the system when the amount due is $1 (or less if so desired) upon the presentation of vouchers made out on War Department Standard Form No. 330a, accompanied by registry receipt or retained stub of the money order.

In any case vouchers for the reimbursement of any and all moneys due will be submitted on June 30 of each year without fail. Sufficient evidence of expenditure must be furnished to warrant the

reimbursement. Retained copies of registry receipts and post-office money orders must indicate the month to which remittance pertains.

(*h*) Separate vouchers are necessary for each fiscal year. Money orders and registry receipts purchased after June 30, pertaining to receipts for the month of June, should therefore appear on the voucher for the fiscal year beginning July 1.

(*i*) The name of the remitter should not appear on the retained registry receipts or post-office money-order stubs.

(*j*) Whenever possible one money order will be made to cover all remittances, including check errors. The number of orders must be reduced to the minimum.

(*k*) All official mail must invariably have indicated on the envelope the name of the telegraph office from which sent. On registered letters the name of the sender must also appear on the envelope.

(*l*) All official mail for Seattle will be addressed, "Officer in Charge, Washington-Alaska Military Cable and Telegraph System." All telegrams will be addressed to "Signals, Seattle," except where otherwise indicated.

LIST OF PAPERS TO ACCOMPANY STATION ACCOUNTS AND REPORTS.

The following are required monthly from all offices on the Washington-Alaska Military Cable and Telegraph System, *other than transfer offices*, and will be mailed to the Officer in Charge of the system at Seattle, Wash., except as indicated below.

Three (3) Statements of This Line Account, Form 103, except that when there are no receipts two only will be prepared. Forward all.

Three (3) Statements of Other Line Account, Form 104, except that when there are no receipts two only will be prepared. Forward all.

Two (2) Monthly Check and Message Reports, Form 105. Forward one, retain one.

Two (2) Statements of Uncollected and Guaranteed Messages, Form 106 (when such messages are handled). Forward one, retain one. When no messages of this class are handled, this statement will not be required.

Three (3) Schedules of Messages, Form 107. Forward one *direct* to the Chief Signal Officer of the Army; forward one to Seattle and retain one.

Two (2) Statements of Remittance, Form 132a (this line). Forward one *direct* to the Chief Signal Officer of the Army; retain one.

Two (2) Statements of Remittance, Form 132b (other line). Forward one *direct* to the Chief Signal Officer of the Army; retain one.

Two (2) Form 109 only when refunds are made. Forward both copies.

All of the foregoing reports will be rendered even if there be no receipts, except where otherwise indicated.

TRANSFER OFFICES.

Transfer offices will render the reports required of all offices *other than transfer offices*, and in addition thereto will render the following (see footnote):

Three (3) Form 117, and three (3) Form 108, showing the amount due the United States by each other line with which business has been exchanged. Separate bills and statements must be rendered for each other line. The total of the amount due the United States by the different other lines should balance the amounts checked against those other lines on the Monthly Check and Message Report, Form 105. These bills should be remitted as cash.

Three (3) Form 117, and three (3) Form 108, showing the amount due each other line with which business has been exchanged (see last part of preceding paragraph). The total of the amounts due the other lines at a transfer office, with the amount paid out for postage and special delivery, should equal the amount of other line tolls checked against other offices on the schedule of messages (Form 107), and on the message and check report (Form 105). These bills should be remitted as cash.

One Form 117 and one Form 108 will be retained in station files, and two of each form will be forwarded with accounts. When no business is exchanged bills and statements will not be required.

Two (2) Form 109 only when refunds are made.

NOTE.—At transfer points where the operator in charge is authorized to settle with connecting lines the following will be rendered:

Four (4) Bills Other Line Against This Line, Form 117. Turn over to other line one copy, retain one copy, and forward two copies to the Officer in Charge of the system with accounts. Receipt from other lines for money paid will be taken on the retained copy and the two copies for Officer in Charge.

Three (3) Statement of Messages Transferred, Form 108. Turn over to other line one copy; retain one copy, and forward one copy to Officer in Charge of the System with accounts.

Three (3) Bill This Line Against Other Line, Form 117. Turn over to other line one copy; retain one copy, and forward one copy to Officer in Charge of system with accounts.

Three (3) Statement of Messages Transferred, Form 108. Turn over to other line one copy; retain one copy, and forward one copy to Officer in Charge of system with accounts.

SHIP STATIONS.

In addition to reports called for from other than transfer offices on the Washington-Alaska Military Cable and Telegraph System, the following will be rendered:

Two (2) Form 153. Forward to zone signal officer one copy with *original* messages, and retain one copy with *copies* of messages.

Two (2) Form 154. Forward to zone signal officer one copy with *original* messages, and retain one copy with *copies* of messages.

Two (2) Form 155. Forward to zone signal officer one copy with *original* messages, and retain one copy with *copies* of messages.

SHORE STATIONS.

In addition to reports called for from "transfer offices" on the Washington-Alaska Military Cable and Telegraph System, the following will be rendered:

Two (2) Form 156. Forward one to zone signal officer and retain one.

Two (2) Form 157. Forward one to zone signal officer and retain one.

Two (2) Form 109 only when refunds are made.

SPECIAL NOTE.

Each paper to be folded separately so that date of receipt may be stamped on each without unfolding.

All reports for the Chief Signal Officer of the Army should be forwarded under one cover; likewise all reports for the officer in charge of the system and the zone signal officer.

All reports should be forwarded at the same time.

Rule 71.

MONTHLY REPORTS OF CONDITIONS IN GENERAL.

(*a*) Officers in charge of sections will, not later than the 10th day of each month, render, in duplicate, to the officer in charge of the system, a brief report on the conditions and operations of the offices and lines on their sections. The report will state what general repairs were made during the month, with appropriate recommendations for continuing the line in an efficient state of operation. A "Monthly line report" will accompany each report, one copy only being necessary. Operators in charge of detached sections will also render a "Monthly line report."

(*b*) The officer in charge of the system will, not later than the 10th day of each month, render to the Chief Signal Officer of the Army a monthly report, which shall cover fully the operations of the lines together with a statement of the line tolls, interruptions, and such other information as may be of interest.

ANNUAL REPORTS.

(*c*) On July 1 of each year, or as soon thereafter as practicable, each officer in charge of a section will render, in triplicate, to the officer in charge of the system, an annual report which shall give a full statement of all work accomplished during the fiscal year, including extensions or betterments, with recommendations for the future maintenance or betterment of the service. This report shall give the total number of days of interruptions to the line and the cause thereof. The officer in charge of the system will embrace in his annual report such part of the data contained in the reports of the officers in charge of sections as may be deemed necessary, or forward the reports in their entirety as inclosures to his report.

CHAPTER VII.

TRANSMISSION OVER SUBMARINE CABLES BY THE SIPHON RECORDER SYSTEM.

In handling messages over submarine cables by the siphon recorder system, the following rules will govern in order to reduce the time of transmission as much as possible:

Rule 72.

METHOD OF SIGNALING MESSAGES.

(*a*) The number of the message, the check, also the date, when date is transmitted, are sent in "short code" figures (see characters for short code figures), but any figures occurring in the text, address, or signature of the message are sent in "long" code figures.

(*b*) Send, first, the number of the message; second, the office call when more than two offices are on the same circuit; third, the check; fourth, the station from and date, if transmitted (the date is *transmitted* only when message bears a back date, but the date must, in *all cases* be supplied by the *receiving* operator before the message leaves his hands), and fifth, the address. At the end of the address the signal "II" (-- --) is sent, after which follows the text, and at the close of the text, if there be a signature, the signal "II" (-- --) is again sent to show that the text is finished, after which follows the signature, then the "Finish signal," which is "Period" (-- -- --) or "Understand" (- - - - -). If there be no signature, the "Finish signal" is sent at the end of the text. The signals - - - - - - or - - - — - are used as the "Finish signal" of the message; the former, on a cable worked simplex when the sending operator wishes to hold the line, and the latter when he completes the transmission of all messages and gives the line over to the operator at the distant end. The signal -- -- after the address is known as "DQ" to distinguish it from the same signal (-- --) before the signature.

Rule 73.

COLLATING MESSAGES.

It is considered good policy to repeat at the end any figures or initial letters that occur in a message. This is known as collating. The figures are repeated by the sending operator in "short code," which acts as a check on the figures as originally sent. There is a great tendency to make mistakes in receiving on the siphon recorder on account of the similarity in the appearance of some figures on the tape; hence the advisability of collating.

Rule 74.

METHOD OF COLLATING.

For example:

46 Si 8

(Dated) Fairbanks, Alaska, —.

(To) Greengage, *London:*

(Text) Commence 4085 Dupont K Lumsley.

9231.

After sending the "Finish signal" the sending operator says, "- - — — - - - - - - — — — - — - - — - - — — - - Ltr K." In other words he repeats in short code the figures he has sent in long code and also repeats the letter "K" to show that it is not part of a word.

If figures are written like the following, "1¾, 1 3/4," they are sent - — — — — - - - — — — — - - - - -, - — — — — - - — — - - - - - - - — and collated - — three - - - - —; - — - - - — four. In the first case the numerator of the fraction is spelled out in collating, and in the last case all figures after the stroke are spelled out.

Note.—For detailed instructions for the care and operation of recorders and for cable testing, see Signal Corps Manual No. 3.

Rule 75.

METHOD OF ERASING WHEN SENDING.

(*a*) If the sending operator "breaks" in a word and he wishes it erased, he should send at least four reversals (known as a rub out), which is the same as the letter "N" sent four times without any space, and go back to the word just preceding.

(*b*) Some operators are careless in the manner of "rubbing out." They frequently send only the letter "C," which the receiving operator might put down as an "Initial letter," thus causing an error.

Rule 76.

FOOTNOTES TO MESSAGES.

(*a*) The letters "MM" are used at the end of a message to denote a footnote. This footnote will generally relate to some instructions about the message or its contents. If any word in the message appears doubtful and can be read two ways, and there is no immediate prospect of getting the word verified, it is usual to add an "MM," and say "query so and so," giving the other reading.

(*b*) For instance, if the fourth body word in a message can be read "shiner" or "shines," and it is signaled "shiner" after finishing the message add "MM," "Query fourth shines," At the station of delivery the operator may write the footnote "fourth body word may be shines." This for the benefit of the party to whom the message is delivered. This adding of "MM" where words are doubtful often saves getting the word repeated later over a long distance.

Rule 77.

REPETITIONS OF WORDS LOST WHILE RECEIVING.

If the receiving operator loses one or more words in a message through any cause, he usually asks for a repetition by saying, "RQ" (Requisition) Nr - - — — - - Wa "So and so" (giving the word before the word omitted), or 2 Wa, or 3 Wa, as the case may be; and if uncertain about the number of words lost, it is better to say, - - — — - - from ___ to ___ (giving the word before and

the word after the lost words), or - - — — - - to such a word (giving the word); or - - — — - - AA such a word (giving the word). The signal - - — — - - means repeat, "Wa" means "word after," and "AA" means "all after."

Rule 78.

CORRECT SPACING.

The importance of correct spacing between the letters and words in cable sending, can not be emphasized too strongly. More errors and delays occur through irregular spacing than any other cause. The running of words and letters together in code messages makes it extremely difficult for the receiving operator to properly decipher the message, and consequently he has to hold it for repetition, or, as some times happens, he lets it go as he thinks it should be with the probable result of an error. Because of the retarding effect of the static capacity of a cable there is always a lag, more or less, in the arrival of the signals at the distant end, so that two letters sent very closely, without proper space, will look like one at the receiving end, and if the necessary elements are there they will form a distinct letter, such as "F" for "In," "R" for "En," etc. Errors from this cause should be charged against the sending operator.

Rule 79.

LONG AND SHORT CODE CHARACTERS.

LONG-CODE FIGURES.	SHORT-CODE FIGURES.
1. . — — — —	1. - —
2. . . — — —	2. - - —
3. . . . — —	3. - - - — —
4. . . . . —	4. - - - - —
5.	5. -
6. —	6. — - - - -
7. — — . . .	7. — — - - -
8. — — — . .	8. — - -
9. — — — — .	9. — -
0. — — — — —	0. —

RULE 80.

ABBREVATIONS USED ON CABLES.

SU.	Urgent service message.	GQ.	Paragraph.
BQ.	An answer to a service message.	RQ.	Requisition.
		UQ.	The other line.
MQ.	Wait.	WA.	Word after.
KQ.	Reply when ready.	AA.	All after.
CQ.	All stations.		
HQ.	How are signals?		

RULE 81.

SERVICE MESSAGE CODE FOR CABLEGRAMS.

(*a*) Instead of using the service message code (Rule 44) in obtaining corrections to messages passing over any of the cables, the following instructions will be adhered to. They may be also used on land lines if desired.

Example No. 1.

(Message from Nome to Seattle.)

5 Si 5

NOME, *June 7–8, 1908.*

JOHN DOE, *Seattle:*

Abbey Icicle Frank Bradley Gallery.

RICHARD ROE.

If, upon delivery of the message, the addressee claims an error in the last word, Seattle would send the following service:

Example No. 2.

NOME:

Yr 5/7/8/ Doe fifth Gallery.

SEATTLE 8.

(*b*) The first figure in the service denotes the number of the message to Seattle; the second figure the date of filing; and the third figure the date of sending to Seattle.

(*c*) Sitka compares the service with his tape copy and if no error be apparent he amends the service by changing the number only and forwards it to Valdez.

Example No. 3.

NOME:

Yr 3/7/8/ Doe fifth Gallery.

SEATTLE 8.

(*d*) If there be no error at Valdez, the service will be amended as per example No. 3 and forwarded to the next relay office. It will be observed that the first number in the body of the service must be changed at each relay office so that no delay will occur in locating the message.

(*e*) The relay office first discovering the error will stop the service and reply as follows, supposing Valdez stopped the service, as the word in question reads Galley in his copy:

Example No. 4.

SEATTLE:

Nome's 7/8 Doe Galley. VALDEZ 8.

(*f*) If no error be discovered at any office, the originating office will send the following, supposing it to be Nome's No. 1 to the first relay office en route to Seattle:

Example No. 5.

"Collect svce.

SEATTLE:

Ours 7 Doe fifth Gallery.

NOME 8."

(*g*) In examples 4 and 5 the service will go direct to Seattle without amendment or reference number indication by relaying offices. The office making the correction must always appear in the signature.

(*h*) The greatest care should be exercised in correcting errors. When code or cipher words are in question and the relay office is unable to make what would appear to be a proper correction the service should be amended and rushed forward to originating office.

(*i*) Service messages take precedence over other business, as provided by Rule 14.

(*j*) Whenever services are sent or received a record will be made on back of the message to which they refer by all offices concerned, date of each service to be indicated. Whenever a service is amended and forwarded the word "amended" will be inserted after service in

check. Replies to such amended services will not be charged for unless sender makes a correction. The amendment must not be to the extent of omission of any of the words questioned. (See Rule 57.)

Rule 82.

FOREIGN CABLEGRAMS.

(*a*) The rules and tariffs published in the tariff books of the commercial telegraph companies must be adhered to strictly in handling foreign cablegrams.

(*b*) The foreign cable rates beyond Seattle will be found in the tariff books of the commercial telegraph companies. The total amount of tolls, both "this line" and "other lines" will be taken up as "other lines" on all "R. P." answers to cablegrams. For instance: 10 Cable R. P. 10 Nome, Alaska, to London:

Nome takes up $3 "this line" and $3.70 "other lines," and at the same time adds $6.70 to "other lines" for the R. P. 10, thus crediting $3 "this line" and $10.40 "other lines" on cable and answer. The reason that the answer is not also divided up into "this" and "other" lines is that the transfer office, Seattle or Egbert, pays the connecting lines the full amount of tolls due on the answer at the time the cable is transferred, and the answer comes back "paid," and is handled the same as if an original message.

(*c*) Replies to "RP" cablegrams should be checked as indicated in the tariff books of the commercial telegraph companies and routed over the line handling the cablegrams to which they are replies.

(*d*) Foreign cable-service messages correcting an error of the sender will be prepared in the following manner, and charge made for all words contained therein, this charge to apply to "other lines" also. All such service messages must be prepaid.

Example.

"14 Cable service.

"London:

"Read our 44 of 20 Johnson 15 Craddock 21 Bannockburn 30 Hopeful.

"Fairbanks."

Note.—The first group of figures denote the check, the second the date, and those following the corrected reading.

CHAPTER VIII.

PRESS.

Rule 83.

TOLLS TO BE PREPAID OR GUARANTEED, COLLECT PRESS.

Newspaper specials and queries will be accepted "collect press" from authorized correspondents when addressed to responsible newspapers who have notified the officer in charge of the system or section, or operator in charge of station, in writing, that they will pay the tolls on all news matter sent them by their authorized correspondents. Otherwise the tolls must be prepaid or guaranteed. (See Rules 7 and 90.)

Rule 84.

CORRESPONDENTS MUST FILE CREDENTIALS, ETC.

Persons filing press matter or queries who are not known to be authorized correspondents of responsible papers will be required to present proper authority or prepay tolls on their dispatches before they are accepted.

Rule 85.

ADVERTISEMENTS NOT ACCEPTED AT PRESS RATES.

(*a*) Advertisements sent to newspapers will be charged the full commercial rate.

MINIMUM CHARGE ON PRESS MATTER.

(*b*) No press message will be rated as containing less than 10 words, and the charges on any such message will be the same as for 10 words.

Rule 86.

PRESS MATTER TO BE IN PLAIN ENGLISH.

Press matter must be in plain English. Matter in cipher or code will be charged the commercial rate. Press dispatches in a foreign language will not be accepted at press rates except where special arrangements have been made for their handling.

Rule 87.

FIGURES IN PRESS MESSAGES; HOW COUNTED AND CHARGED FOR.

Amounts in figures in press messages will be counted according to the least number of words in which they can be expressed. Examples:

999 three words (nine ninety-nine).
1,000 one word (thousand).
23½ three words (twenty-three half).
15½ two words (fifteen half).
9,961,000 six words (nine million nine sixty-one thousand).
9,960,000 five words (nine million nine sixty thousand).

Rule 88.

CHECKS IN PRESS MESSAGES AND QUERIES.

(*a*) The check of a collect query or press dispatch will show the number of words. The word "collect" will be counted but not charged for, the same as in a commercial message. Press dispatches for points on other lines must indicate in the check whether the day or night rate applies. This without regard to the hour of filing.

PRESS FOR OTHER LINES.

(*b*) The rules and rates of the commercial companies pertaining to press for press associations will be adhered to in handling press for "other lines."

Rule 89.

PERSONS IN THE MILITARY TELEGRAPH SERVICE NOT TO REPRESENT NEWSPAPERS, ETC.

No officer, operator, or civilian employee of the Signal Corps will be permitted to act as agent or correspondent except on extraordinary occasions, and then only on authority from the officer in charge of the system.

Rule 90.

PRESS MATTER.

(*a*) Dispatches addressed to newspapers for publication are entitled to the press rate only when they are bona fide reading matter of general interest to the public.

(*b*) Messages or queries (not in code or cipher) and replies thereto relating strictly to newspaper specials, or instructions from a paper to its correspondent regarding the service he is furnishing, will be accepted at press rates.

(*c*) Messages passing between a newspaper and a person with a view to appointment as the authorized correspondent of a newspaper will be charged the full commercial rate.

(*d*) Whenever it becomes necessary on special occasions for a paper to order press matter from a person not already authorized to act as its correspondent, such telegraphic request for the matter will be charged press rate, and the message will be accepted as duly authorizing the person to act as correspondent of the paper.

A written notification of such appointment should be filed with the officer in charge of the system, officer in charge of the section, or operator in charge of the station, if the appointment is to be made permanent.

(*e*) Telegraphic orders for papers, type, or other supplies, or messages containing matter not bona fide reading matter, except queries and orders for press, will be charged full commercial rates.

CHAPTER IX.

TELEGRAPHIC TRANSFER CERTIFICATES (MONEY-TRANSFER SERVICE).

These rules are prepared with a view to conformity with those of the commercial companies, as far as practicable.

[For Alaskan offices only.]

RULE 91.

GENERAL INFORMATION.

(*a*) From those wishing to transfer funds by telegraph to Alaska from any part of the United States the Signal Corps will require at Seattle (1) the name of the payer; (2) amount to be transferred; (3) name of the payee; (4) name of telegraph station in Alaska to which funds are to be transferred.

HOURS OF ACCEPTANCE.

(*b*) Hours for receiving transfers at Seattle will be from 8 a. m until 4 p. m. Transfers will not be transmitted on Sundays or holidays except under extraordinary circumstances.

CHARGES FOR SERVICE—REFUNDS FOR INTERRUPTIONS.

(*c*) The charge for this service from Seattle, Wash., will be: Cost on one 10-word message at regular commercial rate plus $1 for each $100 or fraction thereof transferred. Interruptions to the line after transmission of the transfer from Seattle will not be deemed a sufficient cause for refund of tolls of any nature.

RULE 92.

DISPOSITION OF FUNDS TO BE TRANSFERRED.

The money to be transferred will be retained in the possession of the auditor of the Washington-Alaska Military Cable and Telegraph System, Seattle, Wash., until report of issue be received from the

point of delivery in Alaska. The money will then be deposited to the official credit of the auditor of the Washington-Alaska Military Cable and Telegraph System in the name of that official, in a designated depository of the United States, to meet payment on these certificates.

Any amount may be transferred.

Rule 93.

IDENTIFICATION OF PAYEE.

(*a*) The Signal Corps will require identification in matter of payment in all cases except when waived in writing by the payer or his agents.

(*b*) The person identifying the payee should be in good standing and should be questioned regarding his acquaintance with the payee. The fact that designing persons have used the money-transfer service for unworthy purposes makes it necessary that the operator in charge should see that the money is paid to the right person in all cases.

RECEIPTS FOR CERTIFICATES.

(*c*) The personal receipt of the payee will be required. Payees unable to write must have their mark witnessed.

CERTIFICATE TO BE COMPLETELY FILLED IN.

(*d*) All blank spaces on the certificate must be properly filled in before delivery, and if there be no assistant operator in charge that fact must be so stated on the certificate before it is delivered.

Rule 94.

DELIVERY TO OTHER THAN THE ADDRESSEE.

(*a*) Persons requesting money sent them by wire should, in case of a contemplated departure, give written authority to the operator in charge at the delivering office to deliver the certificate to an authorized agent, should such action be desired. Otherwise the money will be returned to the sender. Transfers must not be paid to any person other than the payee mentioned in the transfer message, except on a written or telegraphic order by the payee.

TRANSFER NOTICE NOT TRANSFERABLE.

(*b*) Transfer notices (Form 147) are not transferable by the payee.

RULE 95.

FORMS OF MESSAGES TO BE USED IN TELEGRAPHING MONEY TRANSFERS.

(1) Authority for issue.

11 Transfer.

SEATTLE, *June 4, 1908.*

TRANSFER, *Fairbanks:*

Issue two fifty-four John Doe two hundred Richard Roe, New York.

THOMPSON.

(See Rule 27.)

(2) Report of issue.

10 Transfer.

FAIRBANKS, *June 5, 1908.*

TRANSFER, *Seattle:*

Issued two fifty-four John Doe two hundred Richard Roe.

MERRILL.

(See Rule 27.)

RULE 96.

NONDELIVERY OF CERTIFICATE.

(*a*) If for any reason a certificate can not be delivered, it will, nevertheless, be made up as directed by the auditor of the Washington-Alaska Military Cable and Telegraph System. After holding the certificate 5 days (exclusive of Sundays and holidays) the following form of service message, with necessary modifications, will be sent:

(Service.)

(To) Transfer, Seattle.

Two fifty-four John Doe two hundred, unknown.

Fairbanks, June 7, 1908.

The certificate will then be held in a secure place pending receipt of further instructions.

(*b*) Reports of nondelivery will not be made until every effort to accomplish delivery shall have failed.

Rule 97.

CANCELLATION; DISPOSITION OF CANCELED CERTIFICATES, ETC.

(*a*) Should the payer authorize cancellation the following form of service message, with necessary modifications, will be sent:

(4) Service.
Transfer, Fairbanks.
Cancel two fifty-four John Doe from Richard Roe.
Seattle, June 4, 1908.

Fairbanks would report as follows:

(5) Service.
Transfer, Seattle.
Two fifty-four canceled.
Fairbanks, June 4, 1908.

(*b*) The certificate will then be detached from the stub and, after writing in bold letters in red ink across the face of both the certificate and the stub the word "Canceled," the former will be sent by first mail to the officer in charge of the Washington-Alaska Military Cable and Telegraph System, Seattle, Wash.

Rule 98.

REQUESTS FOR PAYMENT AFTER CANCELLATION OF CERTIFICATE.

If payee afterwards call, the certificate must not be issued without authority from the officer in charge of the Washington-Alaska Military Cable and Telegraph System. The message inquiring if money has been refunded and answer must be paid for by payee. Such inquiries and replies must not be sent as free service messages. The "other line" tolls must also be paid in transfers from "other line" offices.

Rule 99.

WITHDRAWAL OF TRANSFER BY PAYER.

Should the payer for any reason request a withdrawal of the transfer, a 10-word paid message must be sent, directing a cancellation of the certificate. Refund of the money transferred will not be accomplished until report be received from the issuing office. The

issuing office will, if the certificate has not been delivered, report as per example 5, Rule 97. If delivered, he will report as per example 2, Rule 95. No charge will be made for the reply to such messages. No part of fees or tolls will be refunded.

Rule 100.

DELAYS IN ISSUANCE OF CERTIFICATES AT DELIVERING OFFICE.

(*a*) If payee request the certificate retained at delivery office for future delivery, which must not exceed 30 days except in extraordinary cases, that fact must be reported after 72 hours to Seattle by service message, the following form, with necessary modifications, to be adhered to:

(6) Service.
Transfer, Seattle.
Two fifty-four Doe retained.
Fairbanks, June 7, 1908.

(*b*) After the delivery, another service, as per example 2, Rule 95, must be sent, as the funds to meet the payments on the certificates are not deposited until receipt of the report of the delivery. (See Rule 92.)

Rule 101.

CHANGE OF ADDRESS.

(*a*) Should payer give new address for payment at same office before money has been refunded, charge will be made only for the one telegram necessary to correct the address. If transfer has been refunded, full charges for another transfer must be made and a new transfer sent.

(*b*) If, after transfer has been sent, the payer wishes the money to be paid at another office, the original transfer must be canceled by service message, as per examples 4 and 5, Rule 97. A new application will then be made by the payer and the original charges must be paid for the new transfer. No action to send new transfer should be taken until receipt of advice of cancellation of first transfer.

Rule 102.

CERTIFICATES TO BE PRESENTED PROMPTLY; WHEN USED AS REMITTANCE FOR LINE RECEIPTS; TO BE INDORSED BY EACH PERSON HONORING THEM.

(*a*) Payee should be requested to present the certificate for payment at the earliest practicable date.

(*b*) Certificates when cashed by operators in charge, will, after being properly indorsed, be forwarded with their accounts current at the end of the month. (See Rules 70 and 104.)

(*c*) Telegraphic tranfer certificates must, when cashed, be indorsed on the back by the payee, and when paid from line receipts the operator remitting them as line receipts will also indorse them "Pay to the order of the auditor Washington-Alaska Military Cable and Telegraph System," and to each indorsement the signature of the operator remitting as line receipts will be affixed.

Rule 103.

FILING OF MESSAGES PERTAINING TO TRANSFERS.

For convenience in filing and in order that each transaction may be kept entirely separate, not more than one certificate will be referred to in the same message. Figures will never be used.

Rule 104.

OFFICES AT WHICH CERTIFICATES MAY BE CASHED.

The certificates may be cashed at any telegraph office in Alaska having sufficient funds on hand to cash in full.

Rule 105.

DISPOSITION OF REVENUE DERIVED FROM TRANSFERS.

The tolls and fees charged for transmission of messages necessary to accomplish the transfer will be accounted for as "this line" telegraph receipts. The office at point of delivery will check Seattle for one 10-word message and also the fees on the money transferred.

Rule 106.

ACCOUNTABILITY FOR BLANK CERTIFICATE FORMS.

(*a*) Blank certificates will be supplied as needed. Operators in charge will make timely requisitions for all forms required to maintain this service without suspension. Operators having in their possession blank transfer certificates will exercise the greatest care that they be not exposed or improperly issued.

(*b*) The certificates will be accounted for on property returns and those expended should be entered on a separate "Certificate of expenditure" and sent direct to the officer in charge of the Washington-Alaska Military Cable and Telegraph System for approval. Serial numbers of the certificates should be indicated and should embrace all certificates for which authority to issue has been received, although the certificates may not have been delivered. Credit will not be given on the "Certificate of property expended" until the certificates have been actually issued or canceled. Upon receipt of the "Certificate of property expended" at Seattle they will be checked against the record of issues, and, if found correct, will be approved.

Rule 107.

RESPONSIBILITY FOR OPERATION OF TRANSFER SYSTEM.

(*a*) The officer in charge of the Washington-Alaska Military Cable and Telegraph System, Seattle, Wash., will give any additional instructions necessary and will assume the responsibility for carrying out the transfer system.

(*b*) Statements of money transferred by this system will be embraced in the monthly reports of the officer in charge of the Washington-Alaska Military Cable and Telegraph System.

(*c*) No new transfer offices will be established except by the authority of the Chief Signal Officer of the Army.

Rule 108.

METHOD OF TRANSFERRING FUNDS ON DEPOSIT UPON RELIEF OF OFFICIAL IN CHARGE OF TRANSFERS.

(*a*) Upon being relieved, the official to whose official credit the funds to meet payment on these transfer certificates are deposited will accomplish a complete transfer to his successor of all such funds. This will be done by drawing a check payable to the order of the relieving official "on account of telegraphic transfer certificates," which check the relieving official will immediately deposit to his official credit in the same depository in which funds were deposited by his predecessor. A certified statement of the outstanding transfer certificates, to meet payment of which the check is given, will also be furnished the relieving officer.

FUNDS TO BE DEPOSITED ONLY IN GOVERNMENT DEPOSITORIES.

(*b*) Removal of funds from one depository to another will not be made without approval of the Chief Signal Officer of the Army. Funds will not be deposited to the personal credit of the officer, but to his official credit for the redemption of certificates as specified. Under a ruling of the Judge Advocate General of the Army, approved June 16, 1907, such funds shall be deposited only in a United States depository.

Rule 109.

LOSS OF ORIGINAL TELEGRAPH CERTIFICATE AND ISSUE OF DUPLICATE.

(*a*) Immediately upon the loss of a telegraph transfer certificate, the owner, to better protect his interest, should notify the officer in charge of the Washington-Alaska Military Cable and Telegraph System in writing of the fact of such loss, giving, if possible, the name of the person in whose favor the certificate was drawn, its date, number, and amount, and requesting that payment of the same be stopped.

(*b*) To procure the issue of a duplicate telegraph transfer certificate, the party in interest must furnish the officer in charge of the Washington-Alaska Military Cable and Telegraph System with an

affidavit giving the name and residence of the applicant in full, describing the certificate, showing his interest therein, detailing the circumstances attending its loss and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and the latter must certify that he administered the oath.

(c) To effect recovery of the amount involved, the owner will file with the officer in charge of the Washington-Alaska Military Cable and Telegraph System (issuing officer) an affidavit explaining the loss and, if the certificate exceeds $5 in amount, an indemnity bond as prescribed by the War Department will also be furnished. (Form 113.) Upon these papers a duplicate certificate may be issued after the expiration of six months and within three years; provided that when the amount does not exceed $50, the duplicate certificate may be issued at any time after the expiration of the 30 days.

CHAPTER X.

SPECIAL REGULATIONS PERTAINING TO ALASKAN LINES.

[For Alaskan offices only.]

RULE 110.

REPORTS OF OFFICERS IN CHARGE.

(*a*) The officer in charge of each section will make reports required by the officer in charge of the Washington-Alaska Military Cable and Telegraph System direct, and will receive instructions direct from that officer.

RESPONSIBILITY FOR EFFICIENCY OF SECTIONS.

(*b*) The entire responsibility for the efficient operation and maintenance of each section rests upon the officer in charge of the section, these officers being guided by instructions from the officer in charge of the Washington-Alaska Military Cable and Telegraph System.

(*c*) All correspondence pertaining to the Washington-Alaska Military Cable and Telegraph System shall be directed to the officer in charge of the system. All telegrams will be addressed to "Signals, Seattle," except where otherwise indicated. Reports submitted to the Chief Signal Officer of the Army by the auditor of the system in accordance with the preceding regulations, shall be transmitted through the officer in charge of the system.

RULE 111.

REQUISITIONS AND TRANSPORTATION.

The officer in charge of each section and operators in charge of offices under the direct supervision of the officer in charge of the Washington-Alaska Military Cable and Telegraph System will forward requisitions in duplicate direct to the officer in charge of the Washington-Alaska Military Cable and Telegraph System so that they will reach Seattle not later than November 15 of each year. Requisitions for supplies furnished by the other departments should

be submitted to the officers in charge of those departments at the posts in ample time for them to forward to their respective headquarters to insure the supplies getting through without delay. Ample quantities of all supplies must be provided, but wastefulness must be discouraged. Advantage of river transportation, which as the railroads advance will diminish somewhat, must be considered and all arrangements made to get supplies in during the open season. Where sledding is necessary to transport supplies, every precaution must be taken to place the supplies at destination before the break-up.

Rule 112.

Inspection of each section should be made semiannually, or more often if conditions warrant, by the officer in charge of the section. Where capable noncommissioned officers are available and their experience is such as to qualify them for inspection duty, they may be designated by the officer in charge to make inspections. This must never be done if the officer in charge can make the inspection in person. Where inspections involving claim for mileage are contemplated by a commissioned officer authority therefor must first be obtained from the War Department. (See par. 1285, A. R. of 1913.) A careful scrutiny of all matters pertaining to the operation and maintenance of the lines and offices will be made and a written report, with appropriate recommendations, will be submitted to the officer in charge Washington-Alaska Military Cable and Telegraph System upon the completion of each trip.

Rule 113.

MINIMUM FORCE ON DUTY AT STATIONS.

(*a*) When practicable, the force at each outlying station shall consist of not less than three men, two of whom should be capable of cutting in and testing. During winter all repair parties shall consist of not less than two men. Under no circumstances will one man be sent out on repair work during winter. At river stations two men shall be the minimum number sent out on repair work at any season of the year. The operator in charge of a station will not be required to make repairs except when the other men are incapacitated. A

written report of every such occurrence will be made to the officer in charge Washington-Alaska Military Cable and Telegraph System by the officer in charge of the section.

PARTIES TO BE SUITABLY EQUIPPED ON THE TRAIL, ETC.

(*b*) The hardships and danger attendant on travel in Alaska necessitates a close observance of precautions for personal safety. Officers and men charged with the dispatch of parties for changes of station, repair or construction work, or for other purposes that will entail entire dependence of the party upon itself while on the trail, will satisfy themselves that such parties are suitably equipped before permitting them to start out.

(*c*) Transportation, bedding, clothing, food, tools, in fact all articles considered necessary not only for work but for the safety of individuals, will be provided, and all concerned will be instructed in rendering first aid to the wounded, in the treatment for frozen limbs, and be given full information as to procedure necessary under the unusual conditions incident to Alaskan winter travel.

RULE 114.

DOG TEAMS FOR REPAIR STATIONS; OTHER TRANSPORTATION.

Dog teams and horses are furnished to repair stations for line repair purposes only and should not be used for any other purpose whatever except under the most urgent circumstances. When the team or horse is so used, a written report will be made to the officer in charge of the Washington-Alaska Military Cable and Telegraph System by the officer in charge, detailing the circumstances. All transportation, so far as practicable, will, when necessary, be available for use of the officer in charge of the section, and post commanders should give to the officer in charge full assistance in the prosecution of the work of supply and maintenance of the lines.

RULE 115.

RELIEF CABINS.

The relief cabins established along the route of the lines are for the exclusive use of the Signal Corps. They will not be used for other purposes under any but the most urgent conditions. A small

supply of wire, brackets, and insulators should be kept at these stations, and the inspector will always see that no wastefulness occurs in their use.

Rule 116.

ALCOLIA.

Alcolia, or its equivalent, in small quantities, should be kept at each relief cabin, so that fire may be readily started during winter. It will not be used under any other conditions, but will be reserved for emergencies in the field.

Rule 117.

REQUESTS FOR DETAILS OF OPERATORS AND OTHERS; ASSIGNMENTS OF MEN TO STATIONS.

It shall be the duty of the officer in charge of each section to report direct to the officer in charge of the Washington-Alaska Military Cable and Telegraph System not later than January 1 of each year the names of all enlisted men of the Signal Corps who should be returned to the United States. It shall be the policy not to return to the States any men who have had less than two years' service in Alaska except when such men have proven unsatisfactory or whose term of enlistment expires at such a time as to make it impracticable to bring them out after the close of navigation. Short-term men who desire to remain in Alaska another season will be required to inform the officer in charge in writing when possible in ample time for their names to be considered. After a promise to remain in Alaska or a request to come out has been made no change will be permitted unless under extraordinary circumstances. In submitting the report the officer in charge will prepare in tabulated form the qualifications which the relieving force must possess. No delay should occur in forwarding this report to the officer in charge of the Washington-Alaska Military Cable and Telegraph System, as it is from such information that he compiles his requisition for men to the Chief Signal Officer of the Army, which should reach Washington at the earliest practicable date to enable a good selection to be made. Should

changes in the number of men required be found necessary after the submission of the requisition, the officers in charge will indicate in their reports to the officer in charge of the Washington-Alaska Military Cable and Telegraph System what effect such changes will have on their requisitions. Department orders will issue sending these men to Alaska. Local conditions may make it advisable to divert them to stations not contemplated in orders, and for that reason the orders directing their movements will, as far as practicable, send them to a central distributing point, their assignment to stations being left to the officer in charge of the section. The assignment must be promptly reported by telegraph to the officer in charge of the Washington-Alaska Military Cable and Telegraph System, giving date of arrival at destination. Subsequent changes in station may be made by the officer in charge whenever necessary, but all changes must be reported by telegraph to the officer in charge of the Washington-Alaska Military Cable and Telegraph System on the 15th and last day of each month. The greatest care should be exercised in assigning operators to stations where the volume of business is heavy or the receipts great.

Rule 118.

DESCRIPTIVE LISTS TO BE KEPT AT COMPANY HEADQUARTERS, ETC.

As a rule, the descriptive lists of all men at outlying stations, including those of soldiers of other arms of the service, detailed for duty with the Signal Corps will be kept at Signal Corps company headquarters, but when the issue of clothing, supplies, or pay can be more easily made by having their descriptive lists deposited at the nearest military post the descriptive lists will be kept at the nearest post. Descriptive lists will be forwarded immediately upon the departure of men to and from Alaska, and shall always be forwarded through the officer in charge of the Washington-Alaska Military Cable and Telegraph System. Men going in or coming out will always report at the office of the officer in charge of the Washington-Alaska Military Cable and Telegraph System for any special instructions he may have to give them.

CHAPTER XI.

MISCELLANEOUS.

Rule 119.

DISCHARGE AND EXPIRATION OF SERVICE.

(*a*) Operators or others in the military service will not be permitted to separate themselves from the service until it be finally determined that they are not indebted to the United States on any account. Final settlements of "other lines" accounts should also be required before discharge.

OPERATORS ON DETACHED STATIONS WHO DO NOT INTEND TO REENLIST.

(*b*) An operator serving at a detached station will inform the department signal officer or the officer in charge, as the case may be, two months before the expiration of his term of enlistment, whether he intends to reenlist in order that a suitable man may be selected for the station. If he does not intend to reenlist, the station records must be so arranged that the transfer may be effected as soon as possible after the arrival of the relieving operator. The relieving operator will carefully check all papers and satisfy himself that all accounts, both property and money, are correct, before signing receipts therefor.

Rule 120.

PRIVACY OF MESSAGES.

(*a*) All messages passing over the wires will be treated with the utmost secrecy. No part of a message will be discussed with anyone, nor will its contents be revealed except to the sender or addressee or the proper officers of the Government when making inspections of the office, and when properly subpœnaed to produce a message in court. (See Rule 130.)

(*b*) In order to reduce the possibility of confidential communications falling into the hands of persons other than those for whom they are intended, the sender will inclose them in an inner and an outer cover; the inner cover to be a sealed envelope or wrapper addressed in the usual way, but marked plainly CONFIDENTIAL, in such manner that the notation may be readily seen when the outer cover is removed. The package thus prepared will then be inclosed in another sealed envelope or wrapper addressed in the ordinary manner with no notation to indicate the confidential nature of the contents.

The foregoing applies not only to confidential communications intrusted to the mails or to telegraph companies, but also to such communications intrusted to messengers passing between different offices of the same headquarters, including the bureaus and offices of the War Department. (See Rule 48.)

Rule 121.

APPLICATIONS FOR COPIES OF MESSAGES.

(*a*) When the sender or addressee of a message applies for a copy of such message, he may, if known or properly identified, be allowed to see the message and make a copy thereof, but under no circumstances will a receiving blank or a message envelope be furnished him. (See Rules 48, 52, and 133.)

CERTIFICATION OF CORRECTNESS OF MESSAGES.

(*b*) Operators and others will not certify to the correctness of any message.

Rule 122.

COMPARISON OF NUMBER SHEETS.

(*a*) At each office, before closing, the operators will examine the number sheets and exchange number reports of the day's business with other offices, and immediately correct any errors discovered. When unavoidable, a service message will be sent the following morning, comparing numbers. This message must be answered only when the comparison is found to be incorrect, otherwise it must be filed unanswered. Service messages must be reduced to the fewest words necessary to convey the information intended.

"SENT" MESSAGES TO BE SCRUTINIZED.

(*b*) At each office it will be made the duty of some one to scrutinize before filing for record all "sent" messages, to see that they bear the proper indication of transmission. The utmost care must be taken to prevent unsent messages from being placed with those which have been sent. Both the sent and received messages should be compared with the operator's number sheet to see that all messages have been properly accounted for.

DUPLICATED NUMBERS.

(*c*) Whenever duplicate numbers are discovered, a description of both messages should be wired to the distant office, where an immediate search of the files will be made with the view of preventing the loss of one of the messages and adjusting the numbers. The duplicated number will be made ½. For example: If two messages bearing the number 50 are transmitted, and the fact is not discovered until some time afterwards, the one last sent will be made No. 50½.

RULE 123.

CLAIMS FOR DAMAGES; REFUNDS OF TOLLS, ETC.

(*a*) The United States can not recognize claims for damages arising from the failure of a message to accomplish its purpose. No operator or civilian employee is allowed to make refunds of tolls on account of failure or error in transmission of messages except on authority of the officer in charge of the system.

An equitable refund of tolls will be made, the amount, however, not to exceed that paid for the message or messages. Receipts on Form 109 in favor of the auditor of the system, but not by name, will be required in each case.

(*b*) The United States having no control over "other lines" tolls, except to collect and turn them over to the "other lines," the "this line" tolls only will be refunded, except when a message for an "other line" office fails to reach the "other line" through the fault of the Signal Corps. In such a case both the Signal Corps and "other line" tolls will be refunded.

The same precaution will be taken in handling "other lines" tolls as with "this line" tolls, but the United States can not be held accountable for loss of "other lines" money through the infidelity of any of its officers or employees.

Rule 124.

ACCOUNTABILITY FOR PROPERTY.

(*a*) Unless otherwise instructed by the officer in charge, the operator in charge of an office will be held accountable and responsible to the Government for all property and supplies whatsoever in his office or belonging thereto; for all money received, and for all transactions involving the payment of money in the regular and legitimate business of the office.

OBLIGATIONS NOT TO BE INCURRED WITHOUT PROPER AUTHORITY.

(*b*) Operators are prohibited from contracting debts or obligations on account of the Government, except when authorized to do so by competent authority.

OPERATORS IN CHARGE HELD RESPONSIBLE FOR OPERATION, ETC.

(*c*) Operators in charge of stations will keep themselves familiar with the condition and needs of their stations. They will report to the officer in charge any acts on the part of the men serving with them which may affect the efficient operation of the office.

Rule 125.

ECONOMY IN USE OF SUPPLIES; GOVERNMENT PROPERTY NOT TO BE DIVERTED FROM AUTHORIZED USE.

Operators and other employees are expected and required to prevent loss and waste of stationery, office supplies, line-repair material, fuel, oil, etc. Public property and labor will not be diverted to any use whatsoever not authorized by the regulations of the service.

RULE 126.

INSTRUMENTS, ETC., NOT TO BE DIVERTED FROM PROPER USE.

The use of instruments, battery, line material, etc., for any purpose not directly connected with the operation and maintenance of the military telegraph lines is expressly forbidden.

RULE 127.

REPAIRS TO LAND LINE INTERRUPTIONS.

(*a*) Repairs will be made as soon as practicable by the repairman on duty at the station nearest the interruption.

LINEMAN TO BE ASSISTED, ETC.

(*b*) On account of the importance of maintaining uninterrupted communication, every effort should be made to assist the lineman by locating the break with the greatest accuracy possible. (See Rule 36.)

GENERAL REPAIRS, ETC.

(*c*) General repairs and betterment work will be made as occasion demands. Provisions should be made sufficiently in advance to have, all material on the ground and properly assembled before the detail leaves the post.

OFFICES TEMPORARILY CLOSED.

(*d*) If for any reason it becomes necessary to close the office temporarily, a notice will be posted giving date, time of closing, and probable time of reopening.

OFFICE HOURS SUNDAYS AND HOLIDAYS.

(*e*) On Sundays and holidays the hours of duty will be reduced when practicable.

HOLIDAYS.

(*f*) The following holidays will be observed unless otherwise ordered: January 1, February 22, May 30, July 4, Labor Day, Thanksgiving Day, and Christmas. Whenever these days fall on Sunday, the following Monday will be observed as a holiday.

RULE 128.

FILING AWAY MESSAGES.

Care will be taken in preserving and filing away messages sent and received. They will be filed daily in a wrapper or other satisfactory filing device.

RULE 129.

DESTRUCTION OF MESSAGES AND CABLE TAPE.

Copies of all messages and cable tape, including Government business, will be destroyed by fire from month to month as they become four years old. The destruction should be witnessed by the assistant operator in charge, who will certify to the fact that he so witnessed the destruction. The certificate will state the period covered by the messages destroyed, and will then be sent to the officer in charge of the section or officer in charge of the system, as the case may be.

RULE 130.

LEGAL SUMMONS TO PRODUCE MESSAGES IN COURT.

(*a*) Whenever a subpœna is served upon an operator for the production of a private message and the subpœna appears to be properly prepared, it will be obeyed. All controversial questions as to its legality and propriety will be left to the determination of the court. When the subpœna calls for the production of official messages the operator will report the fact to the officer in charge of the system and await further instructions.

DEFINITION OF A SUBPŒNA.

A subpœna is—

"A process to cause a witness to appear and give testimony, commanding him to lay aside all pretenses and excuses, and appear before a court or magistrate therein named, at a time therein mentioned, to testify for the party named, under a penalty therein mentioned. The purpose of a subpœna is to place the witness under the order and censure of the court, and a writ which does not effect this is not a subpœna within the meaning of the law."

Further, a subpœna is—

"A process whereby a court, at the instance of a suitor, commands a person who has in his possession or control some document or paper that is pertinent to the issues of the pending controversy to produce it for use at the trial."

(From opinion of the Judge Advocate General of the Army, Nov. 11, 1907.)

NO SPECIFIC FORM OF SUBPŒNA REQUIRED.

No specific form of document is required, and the foregoing definition supplies the requisites which, in substance, are required for a proper writ.

RULE 131.

ADVERTISING MATTER NOT TO BE DISPLAYED IN OFFICES.

The display in windows or on the walls of the offices of advertising matter of any kind other than that authorized by regulations is prohibited, except that a sufficient number of neat, legible calendars may be placed in suitable positions for the convenience of patrons of the line.

RULE 132.

SCHEDULE OF BLANK FORMS.

(*a*) Blank forms in ample quantities will be furnished each station annually on requisition.

(*b*) As new forms are added or old ones discontinued the printed schedule (Form No. 57) of these forms should be corrected accordingly. Obsolete forms should be destroyed.

(*c*) Operators in charge will be held responsible for the proper supply of their stations. A deficit or surplus will be promptly reported to the officer in charge.

RULE 133.

FORMS NOT TO BE DIVERTED TO IMPROPER USE.

The printed forms will be used only for the purpose for which they are designed. Under no circumstances will a receiving bank or message envelope be furnished except in the proper delivery of messages. (See Rule 52.)

Rule 134.

STATIONERY.

(*a*) An allowance of stationery will be supplied annually by the Signal Corps to each telegraph office not located at military posts. Offices at military posts will obtain the necessary stationery from the post quartermaster.

(*b*) Operators in charge will be held responsible for the proper supply of their stations.

Rule 135.

CARE OF TYPEWRITERS.

(*a*) The typewriters furnished by the Signal Corps are of standard manufacture, and therefore expensive. With proper care they should last for many years. The lack of oil or its profuse use is perhaps the cause of more unserviceable typewriters than any other. The machines should be cleaned and oiled daily, the very slightest application of oil being all that is required. A woolen cloth slightly oiled is the best fabric for polishing the parts and preventing rust.

(*b*) In adjusting the tension it should be remembered that the lighter the tension the longer the life of the machine, and likewise the less strength required to operate. A light, even, and regular touch should be practiced. The books of instructions furnished by the various manufacturers of the typewriters should be carefully read and the information contained therein put to practical use.

Rule 136.

RADIO STATIONS PART OF MILITARY SYSTEM.

All radio stations in any department, which are maintained and operated by the Signal Corps, are considered a part of the military telegraph system of that department.

See regulations for radio in Manual 2–A and Radio Log Book.

CHAPTER XII.

CIRCULAR NO. 21, DEPARTMENT OF COLUMBIA, 1907.

The attention of all officers, enlisted men, and civilian employees of the Signal Corps connected with the operation and maintenance of the Alaskan military telegraph lines is directed to the provisions of the following:

HEADQUARTERS DEPARTMENT OF THE COLUMBIA,
Vancouver Barracks, Wash., October 15, 1907.

Circular No. 21.]

In order to define the duties of the line of the Army in cooperating with the Signal Corps for the maintenance of the Alaska military telegraph lines, the following regulations are promulgated for the guidance of commanding officers of Alaskan posts:

1. The operation and maintenance of military telegraph lines, devolving on the Chief Signal Officer of the Army under the act of Congress, October 1, 1890, post commanders are not to interfere with such operation or maintenance except in cases of grave emergency and when speedy recourse can not be had to superior military authority.

2. The military telegraph lines in Alaska were primarily constructed in the interests of the Army, and their efficient maintenance is of both military and national interest. Post commanders are therefore enjoined to systematically facilitate operation and repairs, by detachments, supplies, and transportation.

3. It is the duty of post commanders to bring to the attention of the department commander inefficiencies and delinquencies, particularly with reference to discipline and care of men of the line, which are not promptly and satisfactorily adjusted by the signal officer in charge of the section. There should be similarly reported for decision administrative questions on which doubt arises and local adjustment is impracticable.

SUPPLIES.

4. Post commanders are responsible, through their staff officers, for the accumulation at their posts of such regular subsistence, quarters, ordnance, and other supplies as may be needed to properly equip, subsist, and shelter all enlisted men on duty at military telegraph stations. They are also responsible for the prompt and economical transportation to military telegraph stations of all supplies which may be turned over to them by the signal officers in charge.

5. Transportation of enlisted men to and from military telegraph stations to which they are assigned will be furnished by the post commander, on the written or telegraphic request of the signal officer in charge of the telegraph section. In grave emergencies, where telegraphic communication is interrupted, action is in the discretion of the post commander.

6. The utmost economy, consistent with efficiency, is enjoined on post commanders in transporting supplies, and recommendations regarding the transportation of supplies for the coming fiscal year will be made so as to reach these headquarters not later than March 1. It is to be understood, however, that all written or telegraphic requests for special transportation by signal officers must be promptly filled.

7. The issue of supplies must be preceded by a requisition either by telegraph or in writing from the signal officer in charge of the section, and receipts for such issues must be given by the signal officer present, or by some designated and authorized repair man or operator of the Signal Corps.

PERSONNEL.

8. Men of the line will be detailed for duty at such telegraph stations, and in such numbers as may be specifically directed from these headquarters; the men to be of good character, excellent health, physical fitness, and free from quarrelsome tendencies. Such details will be made in post orders which will direct the soldier named to report to the signal officer in charge of the section, under whose control the soldier remains during the continuance of the detail.

9. Enlisted men of the line serving at military telegraph stations will report by telegram on the last day of each month their presence and the condition of their health to their respective post commanders.

10. Post commanders should arrange with signal officers in charge of telegraph sections to have, on the last of each month, telegraphic reports as to the conduct and efficiency of men of the line serving at military telegraph stations.

REPAIR PARTIES.

11. Repair parties of not exceeding one noncommissioned officer and three privates, which number may be augmented in emergencies in the discretion of the commanding officer of the post, will be furnished on the written or telegraphic application of the officer in charge of the telegraph section, for making current repairs that involve an absence of not more than 10 days from a post.

12. Parties for permanent repairs or extended absences will be supplied only on the application of the chief signal officer, Department of the Columbia, in charge of the military telegraph lines, and by direction of the department.

DISCIPLINE.

13. Commanding officers of military posts will be responsible for the discipline of the Signal Corps men stationed at or within the limits of their posts, and in this connection will require them to conform to suitable regulations as to deportment and conduct.

14. Post commanders will confine Signal Corps men at the request of the signal officers in charge, requiring the usual charges and specifications, and will cause them to be tried by summary court, except in the case of serious charges, which should be forwarded for the action of the department commander. They will cause to be tried men serving either within the garrison or brought therein for trial.

15. Officers of the Signal Corps should not be detailed as summary court officers, except with their consent, for the trial of men within the limits of a post. Summary court trials by officers of the Signal

Corps outside of the limits of military posts will be conducted as authorized by the act of June 18, 1898.

16. Post commanders in passing upon sentences imposed upon men of the Signal Corps should take into consideration the inconvenience which would result to the military service from the incarceration of telegraph operators necessary for current work.

By command of Maj. Gen. Greely:

W. P. BURNHAM,
Major, General Staff, Chief of Staff.

Official:

W. H. SAGE,
Major, Adjutant General.

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